

DATA ELEMENT DEFINITIONS

A. PERSONAL INFORMATION

This section contains information about an individual's name, background, military status, address, and health.

Entity Uses: Emergency Contact
 Staff Member

Name—A word or series of words by which a subject is known and distinguishable.

0010 † **First Name**—A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Uses: Staff Member

0020 † **Middle Name**—A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Uses: Staff Member

0030 † **Last/Surname**—The name borne in common by members of a family.

Entity Uses: Staff Member

0040 † **Generation Code/Suffix**—An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Uses: Staff Member

0050 **Personal Title/Prefix**—An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Uses: Staff Member

0060 **Alias**—An assumed name, or a name by which an individual is otherwise known.

Entity Uses: Staff Member

0070 **Former Legal Name**—A previously recognized legally accepted name that is no longer valid.

Entity Uses: Staff Member

0080 **Last/Surname at Birth**—The original surname of an individual as identified at birth before any subsequent changes (e.g., the surname of a woman before accepting a married surname).

Entity Uses: Staff Member

0090 **Nickname**—A familiar form of a proper name, a descriptive name, or other colloquial name given instead of or in addition to an individual's formal name.

Entity Uses: Staff Member

0100 **Tribal or Clan Name**—A name borne in common by members of a tribe or clan (e.g., the Matai name in Samoa).

Entity Uses: Staff Member

0110 **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Background Information—Personal information about and particular to an individual, organization, or institution.

0130 † **Social Security Number (SSN)**—The nine-digit number of identification assigned to the individual by the Social Security Administration.

Entity Uses: Staff Member

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Staff Member

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number

02 Health record number

03 Medicaid number

04 Professional certificate or license number

05 School-assigned number

06 District-assigned number

07 State-assigned number

08 Selective service number

09 Migrant number (not applicable for this entity)

10 Social Security Administration number

11 US government Visa number

12 Personal identification number (used for access into system)

13 Family unit number (not applicable for this entity)

14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)

15 LEA number for school (not applicable for this entity)

16 SEA number for school (not applicable for this entity)

17 SEA number for LEA (not applicable for this entity)

18 NCES number for school (not applicable for this entity)

19 NCES number for a LEA (not applicable for this entity)

20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)

21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)

22 College Board Admission Testing Program (ATP) number (not applicable for this entity)

23 American College Testing (ACT) Program number (not applicable for this entity)

24 Federal identification (not applicable for this entity)

25 Dunn and Bradstreet number (not applicable for this entity)

99 Other

Entity Uses: Staff Member

0160 **Identification Expiration Date**—The month, day and year on which the identification document expires and is no longer valid.

Entity Uses: Staff Member

- 0170 † **Hispanic or Latino Ethnicity**—An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

01 Hispanic or Latino

02 Non-Hispanic/Latino

Entity Uses: Staff Member

- 0180 † **Race**—The general racial category which most clearly reflects the individual’s recognition of his or her community or with which the individual most identifies.¹ [The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races. An alternative would be to list the options as separate data elements and have a yes/no option for each one.]

01 American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

02 Asian—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

03 Black or African American—A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

04 Native Hawaiian or Other Pacific Islander—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

05 White—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Entity Uses: Staff Member

- 0190 **National/Ethnic Origin Subgroup**—The national or ethnic subgroup of a person other than “American.” Examples for Asian include: Chinese, Japanese, Korean, Filipino, Vietnamese, or Asian Indian. For Native Hawaiian or Other Pacific Islander, examples include: Samoan, Hawaiian, or Guamanian. For Hispanics, examples include: Puerto Rican, Mexican-American, Cuban, Argentinean, Dominican, Colombian, Nicaraguan, Salvadoran, or Spaniard. Tribal registration could be listed for Alaska Natives or American Indians (e.g., Navaho).

Entity Uses: Staff Member

- 0200 † **Sex**—A person's gender.

01 Female—A woman or a girl.

02 Male—A man or a boy.

¹ These categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Derivatives No. 15) by the Office of Management and Budget (OMB). While these categories do not reflect the current reporting requirements for all federal programs, they will be required for reporting data on individuals according to the schedule set by OMB (January 2003). See appendix D for further detail.

Entity Uses: Staff Member

0210 † **Birthdate**—The month, day, and year on which an individual was born.

Entity Uses: Staff Member

0220 **Birthdate Verification**—The evidence by which an individual's date of birth is confirmed.

01 Baptismal or church certificate—A form, issued by a church, listing the birthdate and certifying the baptism of a child.

02 Birth certificate—A written statement or form issued by an office of vital statistics verifying the name and birthdate of a child as reported by the physician attending at the birth.

03 Entry in a family Bible—An entry in a family Bible on a special page for recording births, marriages, and other vital information about a family.

04 Hospital certificate—A certificate issued by a hospital verifying the name and birthdate of a child.

05 Parent's affidavit—A sworn, written statement made by an individual's parent to verify his or her age, birthdate, and place of birth.

06 Passport—Any travel document issued by a recognized authority showing the bearer's origin, identity, birthdate, and nationality that is valid for the entry of the bearer into a foreign country.

07 Physician's certificate—A certificate issued by the physician attending at birth, verifying the name and birthdate of a child. A physician's certificate is considered to be a birth certificate when acceptable as such by the political subdivision where issued.

08 Previously verified school records—A school record with the birthdate previously verified that is issued in lieu of more direct evidence to verify the birthdate.

09 State-issued ID (e.g., from Department of Public Safety)—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally identifies the holder of the document. It usually is not accompanied by an approval for the holder to operate a vehicle of any type.

10 Driver's license—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally allows the holder to operate a motor vehicle, with specifications as to the type of vehicle that he or she can operate.

11 Immigration document (e.g., passport and immigration visas)—An official document issued by a national government that would formally identify the holder of the document.

98 None

99 Other

Entity Uses: Staff Member

0230 **City of Birth**—The name of the city in which an individual was born.

Entity Uses: Staff Member

0240 **County of Birth**—The name of the county, parish, borough, or comparable unit (within a state) in which an individual was born.

Entity Uses: Staff Member

- 0250 **State of Birth Code**—The code for the name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)

Entity Uses: Staff Member

- 0260 **Name of State of Birth**—The name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

Entity Uses: Staff Member

- 0270 **Country of Birth Code**—The code for the name of the country in which an individual was born.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: Staff Member

- 0280 **Name of Country of Birth**—The name of the country in which an individual was born.

Entity Uses: Staff Member

- 0290 **Citizenship Status**—The description that best identifies the status of an individual's citizenship and/or residency in the United States.

01 Dual national—An individual who is a citizen of one or more countries in addition to the United States.

02 Non-resident alien—An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (i.e., alien students).

03 Resident alien—An individual who has been admitted to the United States for permanent residency but is not a citizen of the United States.

04 United States citizen—An individual who is a citizen of only the United States regardless of how this status was acquired.

99 Other

Entity Uses: Staff Member

- 0300 **Country of Citizenship Code**—The code for the country to which an individual acknowledges citizenship.

(Note: A list of countries and their codes can be found in appendix F.)

Entity Uses: Staff Member

- 0310 **Name of Country of Citizenship**—The name of the country to which an individual acknowledges citizenship.

Entity Uses: Staff Member

0320 **First Entry Date (into the United States)**—The month, day, and year of an individual's initial arrival into the United States in order to establish residency.

Entity Uses: Staff Member

0330 **Employment Eligibility Verification**—The documentation in addition to an identification document with photograph (e.g., driver's license) furnished by an individual to prove his or her eligibility to be legally employed in the United States.²

01 U.S. passport

02 Certificate of U.S. citizenship (INS Form N-560 or N-561)

03 Certificate of naturalization (INS Form N-550 or N-570)

04 Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization

05 Alien registration receipt card with photograph (INS Form I-151 or I-551)

06 Unexpired temporary resident card (INS Form I-688)

07 Unexpired employment authorization card (INS Form I-688A)

08 Unexpired reentry permit (INS Form I-327)

09 Unexpired refugee travel document (INS Form I-571)

10 Unexpired employment authorization document issue by the INS which contains a photograph (INS Form I-688B)

11 U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)

12 Certification of birth abroad issued by the Department of State (Form FS-545 or Form DS-1350)

13 Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

14 Native American tribal document

15 U.S. citizen ID card (INS Form I-197)

16 ID card for use of resident citizen in the United States (INS Form I-179)

17 Unexpired employment authorization document issued by the INS (other than those listed above)

99 Other

Entity Uses: Staff Member

0340 **Language Type**—An indication of the function and context in which an individual uses a language to communicate.

01 Correspondence language—The language or dialect to be used when sending written communication (e.g., letters, facsimiles, or electronic mail) to an individual.

02 Dominant language—The language or dialect an individual best understands and with which he or she is most comfortable. A person may be dominant in one language in certain situations and another for others.

03 Home language—The language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.

² Options for this data element are extracted from the Employment Eligibility Verification Form I-9 (Revised 12-21-91), available from the Immigration and Naturalization Service of the U.S. Department of Justice.

04 Native language—The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as primary language.

05 Other language proficiency—Any language or dialect, other than the dominant language, in which an individual is proficient.

99 Other

Entity Uses: Staff Member

0350 **Language Code**—The code for the specific language or dialect that an individual uses to communicate.

(Note: A list of languages and dialects can be found in appendix G.)

Entity Uses: Staff Member

0360 **Name of Language**—The name of the specific language or dialect that an individual uses to communicate.

Entity Uses: Staff Member

0370 **Religious Background**—The religion or religious group (i.e., the specific unified system of religious expression) with which an individual most identifies.

- 01 Amish**
- 02 Assembly of God**
- 03 Baptist**
- 04 Buddhist**
- 05 Calvinist**
- 06 Catholic**
- 07 Eastern Orthodox**
- 08 Episcopal**
- 09 Friends**
- 10 Greek Orthodox**
- 11 Hindu**
- 12 Islamic**
- 13 Jehovah's Witnesses**
- 14 Jewish**
- 15 Latter Day Saints**
- 16 Lutheran**
- 17 Mennonite**
- 18 Methodist**
- 19 Pentecostal**
- 20 Presbyterian**
- 21 Other Christian denominations**
- 22 Seventh Day Adventist**
- 23 Tao**
- 24 Unitarian Universalist**
- 25 Christian Scientist**
- 26 Nazarene**
- 98 None**
- 99 Other**

Entity Uses: Staff Member

0380 **Marital Status**—The condition of an individual with regard to marriage.

01 Legally separated

02 Married

03 Not married (never married, legally divorced, widowed, or marriage annulled)

Entity Uses: Staff Member

0390 **Disability Status**—A physical or mental impairment that substantially limits one or more major daily life activities.³

Entity Uses: Staff Member

0400 † **Highest Level of Education Completed**—The extent of formal instruction an individual has received (i.e., the highest grade in school completed or its equivalent or the highest degree received).

01 No school completed

02 Nursery school

03 Kindergarten

04 1st, 2nd, 3rd, or 4th grade

05 5th, 6th, 7th, or 8th grade

06 9th grade

07 10th grade

08 11th grade

09 12th grade, no diploma

10 High school graduate

11 High school diploma or the equivalent

(e.g., GED or recognized homeschool)

12 Adult Basic Education Diploma

13 Post graduate (Grade 13)

14 Vocational certificate

15 Formal award, certificate or diploma (less than one year)

16 Formal award, certificate or diploma (more than or equal to one year)

17 Some college but no degree

18 Associate's degree (two years or more)

19 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)

20 Graduate certificate

21 First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)

22 Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)

23 Specialist's degree (e.g., Ed.S)

24 Post-Professional degree

25 Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)

99 Other

Entity Uses: Staff Member

Military Status—Information about an individual's military service including dates of entry and discharge.

0410 **Military Service Type**—The branch of the Armed Forces in which an individual serves/served.

01 United States Air Force

02 United States Army

03 United States Coast Guard

³ Public Law 101-336, the Americans with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.

04 United States Marine Corps
05 United States Navy
06 National Guard

Entity Uses: Staff Member

0420 † **Military Duty Status**—The current military status of an individual.

01 Active duty—An individual who is currently engaged in full-time military service.

02 Ready reserve, selected reserve—An individual assigned to a unit designated by his or her Service and approved by the Chairman of the Joint Chiefs of Staff as essential to wartime missions. These units have priority for training, equipment, and personnel over other Reserve elements. Individual Mobilization Augmentees are members of the Selected Reserve not attached to an organized Reserve unit. They are assigned to an Active component organization, the Selective Service System, or the Federal Emergency Management Agency and fill individual billets required shortly after mobilization.

03 Ready reserve, individual ready reserve (IRR)—An individual assigned to a manpower pool of pre-trained members who have already served in Active component units or in the Selected Reserve. IRR members are liable for involuntary active duty and fulfillment of mobilization requirements.

04 Ready reserve, inactive national guard (ING)—An individual assigned to the Army National Guard who is on inactive status. (The Air National Guard does not maintain members in the ING.) Members of the ING are attached to National Guard units but do not participate in training activities. Upon mobilization under the required authority, they would report to their units. To remain members of the ING, individuals must report annually.

05 Standby reserve—An individual who has completed all obligated or required service or has been removed from the Ready Reserve due to circumstances of civilian employment, ineligibility for mobilization, temporary hardship, or disability. They maintain affiliation, but are not assigned to a unit and do not perform training. (Army National Guard and Air National Guard do not have a Standby Reserve.)

06 Retired reserve—An individual placed on retired status based upon the completion of 20 or more qualifying years of individual or combined Reserve and Active component service.

98 None

Entity Uses: Staff Member

0430 **Military Entry Date**—The month, day, and year on which an individual entered the military service.

Entity Uses: Staff Member

0440 **Military Discharge Date**—The month, day, and year on which an individual was discharged from the military service.

Entity Uses: Staff Member

0450 **Military Discharge Type**—The type of discharge that an individual was granted upon leaving the Armed Forces.

01 Honorable
02 General
03 Dishonorable

Entity Uses: Staff Member

0460 **Military Reserve Obligation Ending Date**—The month, day, and year on which an individual's obligation to the Military Reserve ends.

Entity Uses: Staff Member

Address/Contact Information—Information that can be used to direct communication to an individual, organization, or institution.

0470 † **Address Type**—The type of address listed for an individual or organization.

01 Permanent home address—physical location of home

02 Other home address

03 Mailing address—other address or P.O. Box address

04 Campus address

05 Employer's address

06 Employment address

07 Organization's address

99 Other

Entity Uses: Staff Member

0480 † **Street Number/Name**—The street number and street name or post office box number of an address.

Entity Uses: Staff Member

0490 † **Apartment/Room/Suite Number**—The apartment, room, or suite number of an address.

Entity Uses: Staff Member

0500 † **City**—The name of the city in which an address is located.

Entity Uses: Staff Member

0510 **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

Entity Uses: Staff Member

0520 † **State Code**—The code for the state (within the United States) or extra-state jurisdiction in which an address is located.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)

Entity Uses: Staff Member

0530 † **Name of State**—The name of the state (within the United States) or extra-state jurisdiction in which an address is located.

Entity Uses: Staff Member

0540 † **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: Staff Member

0550 **Country Code**—The code for the country in which an address is located.

(Note: A list of countries and their codes can be found in appendix F.)

Entity Uses: Staff Member

0560 **Name of Country**—The name of the country in which an address is located.

Entity Uses: Staff Member

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

0580 † **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Staff Member

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number
06 Home telephone number
07 Night telephone number
08 Other residential facsimile number
09 Other residential telephone number
10 Appointment telephone number
11 Personal cellular number
12 Personal telephone number
13 Telex number
14 Tele-mail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Staff Member

0600 † **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Staff Member

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal
02 Work
99 Other

Entity Uses: Staff Member

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Staff Member

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Staff Member

Emergency Contact—An individual who is to be notified in the event of an emergency involving a staff member.

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Emergency Contact

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Emergency Contact

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Emergency Contact

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number

02 Answering service

03 Beeper number

04 Telephone extension

05 Home facsimile number

06 Home telephone number

07 Night telephone number

08 Other residential facsimile number

09 Other residential telephone number

10 Appointment telephone number

11 Personal cellular number

12 Personal telephone number

13 Telex number

14 Tele-mail

15 Voice mail

16 Work cellular number

17 Work facsimile number

18 Work telephone number

99 Other

Entity Uses: Emergency Contact

0600 **Communication Number**— The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Emergency Contact

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal

02 Work

99 Other

Entity Uses: Emergency Contact

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Emergency Contact

Health Information—Information about an individual's health including immunizations and injuries as they relate to his or her employment.⁴

0640 **Medical Examination Type**—A designation of the specific type of test administered to an individual for the purpose of screening or evaluating a medical condition, process or impairment.

01 Vision evaluation—An examination used to measure an individual's ability to see.

02 Hearing evaluation—An examination used to measure an individual's ability to perceive sounds.

03 Speech and language evaluation—An examination used to measure an individual's ability to communicate orally with others.

04 Routine physical examination/screening—A physical examination used to assess an individual's general health condition.

05 Special physical examination—A physical examination used to diagnose the causes of specific symptoms or problems, including those performed during an emergency.

06 Physical examination for sports participation—An examination used to determine an individual's fitness to participate in the physical education program and/or interscholastic athletics. This examination is often required by an education institution, or local or state agency. (Not generally used for staff.)

07 Employment evaluation—An examination used to assess an individual's condition relative to requirements for employment (e.g., tuberculosis tests and chest x-rays).

08 Psychological evaluation—An examination used to assess an individual's emotional, attitudinal, or behavioral condition.

99 Other

⁴ Public Law 101-336, the Americans with Disabilities Act (ADA), prohibits discrimination against individuals with disabilities as regards employment, public accommodations and certain public services.

Entity Uses: Staff Member

0650 **Medical Examination Date**—The month, day, and year on which a health evaluation occurred.

Entity Uses: Staff Member

0660 **Medical Examination Results**—A written report outlining specific findings of an individual's health examination or health test as determined by a qualified professional.

Entity Uses: Staff Member

0670 **Emergency Factor**—An identification of a physical or medical condition of potential special significance during an emergency treatment.

01 Allergy, aspirin
02 Allergy, insect bite
03 Allergy, iodine
04 Allergy, penicillin
05 Allergy, sulpham
06 Allergy, multiple
07 Asthma
08 Contact lenses worn
09 Diabetes
10 Drug dependency
11 Epilepsy
12 Hearing impaired
13 Heart disease
14 Hemophilia
15 Rheumatic fever
16 Speech impaired
17 Vision impaired
98 None
99 Other

Entity Uses: Staff Member

0680 **Other Health Data and Medical Condition**—Information concerning an individual's health which is not provided in the above data elements (e.g., consideration for healthy life choices such as "non-smoker").

Entity Uses: Staff Member

0690 **Religious Consideration**—A restriction or other considerations for medical treatment because of the doctrines of an individual's religion.

Entity Uses: Staff Member

0700 **Special Adaptation Requirements**—The description of special adaptation due to health or religious reasons that an individual needs to perform his or her duties.

Entity Uses: Staff Member

0710 **Insurance Coverage**—The nature of insurance covering an individual's hospitalization and other health or medical care.

01 Workplace
02 Non-workplace / personal
03 None

99 Other

Entity Uses: Staff Member

0720 **Health Care Plan**—The description or title of the health care plan by which the individual is covered.

Entity Uses: Staff Member

0730 **Hospital Preference**—The hospital to which an individual prefers to be taken under emergency conditions or, in the case of a minor the hospital to which the parent/guardian prefers the individual to be taken.

Entity Uses: Staff Member

0740 **Medical Waiver**—The description or special notation, if, for any reason, an individual has been granted a waiver and is not required to submit to certain medical examinations or treatments.

Entity Uses: Staff Member

0750 **Other Special Health Needs, Information, or Instructions**— The description or detailed specific instructions (other than those included above) regarding an individual's medical or dental treatment as directed by the individual or his or her parents/guardian, or health care provider.

Entity Uses: Staff Member

Immunizations—Instances in which an individual is protected or immunized against specific diseases by inoculation or vaccination, or by having previously contracted a disease.

0760 **Immunization Type**—An indication of the type of immunization that an individual has satisfactorily received.

Entity Uses: Staff Member

0770 **Immunizations Mandated by State Law for Participation**—An indication that an immunization is specifically required by an organization or governing body. Some diseases for which immunizations are most frequently required include: Diphtheria, Hepatitis B, Influenza, Mumps, Pertussis (whooping cough), Poliomyelitis, Rubella (German measles), Rubeola (measles), Small Pox, Tetanus, Tuberculosis (BCG), and Rh. Immune Globulin.

01 Required
02 Not required

Entity Uses: Staff Member

0780 **Immunization Date**—The month, day, and year on which an individual receives an immunization.

Entity Uses: Staff Member

0790 **Immunization Status Code**—An indication of circumstances or situations affecting the immunization of an individual.

01 First inoculation
02 Second inoculation
03 Third inoculation
04 Fourth inoculation
05 Fifth inoculation
06 Sixth inoculation
07 Seventh inoculation

08 Eighth inoculation
09 Ninth inoculation
10 Medical exemption
11 Personal exemption
12 Religious exemption
13 Already had the disease
99 Other

Entity Uses: Staff Member

Injury—Information about any incident in which an individual is injured during the official performance of duties.⁵

0800 **Injury Type Code**—The code for the description of an injury that was sustained during the official performance of duties that might or does affect an individual's job performance.

(Note: A list of medical conditions and their codes can be found in appendix H.)

Entity Uses: Staff Member

0810 **Injury Description**—A description of the circumstances surrounding the injury of an individual, including information collected from a witness.

Entity Uses: Staff Member

0820 **Injury Occurrence Date**—The month, day and year on which an individual was injured.

Entity Uses: Staff Member

0830 **Injury Occurrence Location**—A designation or description of the site at which the injury took place.

01 At the workplace
02 Not at the workplace but performing job duties
99 Other

Entity Uses: Staff Member

0840 **Witness to Injury**—The individual or group of individuals that can give a firsthand account of the injury suffered by an individual.

Entity Uses: Staff Member

0850 **Physician Diagnosing Injury**—The medical specialist who identifies or determines the nature and cause of the injury or disease suffered by an individual, through an evaluation of the patient's history, a medical examination, or a review of laboratory results.

Entity Uses: Staff Member

0860 **Worker's Compensation Claim Filed**—An indication as to whether a claim was filed in a system of no-fault insurance that pays benefits to employees for accidental injuries or diseases related to the employee's work.

⁵ Public Law 91-596 requires that each employer who is subject to the record keeping requirements of the Occupational Safety and Health Act (OSHA) of 1970 must maintain for each establishment a log of all recordable occupational injuries and illnesses in detailed, easily readable, and understandable format following or similar to OSHA Form No. 200.

01 Yes

02 No

97 Unknown

Entity Uses: Staff Member

0870 **Worker's Compensation Claim Filing Date**—The month, day and year on which an individual filed an insurance claim for his or her injury.

Entity Uses: Staff Member

0880 **Health Award Amount/Benefit**—The amount or type of benefits paid to an individual through worker's compensation.

Entity Uses: Staff Member

B. EDUCATIONAL EXPERIENCES

This section contains information about the education institution or staff development activity an individual attends or has attended, the subject matter area studied, degrees and certificates earned, additional credit hours/continuing education units received, academic awards and honorary degrees, and other training.

Entity Uses:	Course
	Education Institution
	Educational Program
	Staff Development Activity
	Staff Development Provider
	Staff Member

Education Institution Information—The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

0120 † **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses:	Education Institution
	Staff Development Provider

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses:	Staff Development Provider
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1010 **Institution Type**—An indication of the type of institution or organization providing the educational experience to the individual.

- 01 Institution of Higher Education (IHE)*
- 02 Vocational School*
- 03 Community College*
- 04 Public elementary/secondary school*
- 05 Private elementary/secondary school*
- 06 Local education agency (LEA)*
- 07 Joint IHE/LEA*
- 08 Regional or intermediate governmental agency*
- 09 State governmental agency*
- 10 Business*
- 11 Foundation or other charitable organization*
- 12 Union*
- 13 Parent/teacher organization*
- 14 Military*
- 15 Religious organization*
- 16 Fraternal organization*
- 99 Other*

Entity Uses:	Education Institution
	Staff Development Provider

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Education Institution
Staff Development Provider

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

- 01 Driver's license number (not applicable for these entities)*
- 02 Health record number (not applicable for these entities)*
- 03 Medicaid number (not applicable for these entities)*
- 04 Professional certificate or license number*
- 05 School-assigned number*
- 06 District-assigned number*
- 07 State-assigned number*
- 08 Selective service number (not applicable for these entities)*
- 09 Migrant number (not applicable for these entities)*
- 10 Social Security Administration number*
- 11 US government Visa number (not applicable for these entities)*
- 12 Personal identification number (used for access into system) (not applicable for these entities)*
- 13 Family unit number (not applicable for these entities)*
- 14 College Board/ACT code set of PK-grade 12 institutions*
- 15 LEA number for school*
- 16 SEA number for school*
- 17 SEA number for LEA*
- 18 NCES number for school*
- 19 NCES number for a LEA*
- 20 Other agency (e.g., Roman Catholic diocese or association member)*
- 21 Integrated Postsecondary Education Data System (IPEDS) number*
- 22 College Board Admission Testing Program (ATP) number*
- 23 American College Testing (ACT) Program number*
- 24 Federal identification*
- 25 Dunn and Bradstreet number*
- 99 Other*

Entity Uses: Education Institution
Staff Development Provider

0470 **Address Type**—The type of address listed for an individual or organization.

- 01 Permanent home address—physical location of home*
- 02 Other home address*
- 03 Mailing address—other address or P.O. Box address*
- 04 Campus address*
- 05 Employer's address*
- 06 Employment address*
- 07 Organization's address*
- 99 Other*

Entity Uses: Education Institution
Staff Development Provider

0480 **Street Number/Name**—The street number and street name or post office box number of an address.

Entity Uses: Education Institution
Staff Development Provider

0490 **Apartment/Room/Suite Number**—The apartment, room, or suite number of an address.

Entity Uses: Education Institution
Staff Development Provider

0500 **City**—The name of the city in which an address is located.

Entity Uses: Education Institution
Staff Development Provider

0510 **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

Entity Uses: Education Institution
Staff Development Provider

0520 **State Code**—The code for the state (within the United States) or extra-state jurisdiction in which an address is located.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)

Entity Uses: Education Institution
Staff Development Provider

0540 **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: Education Institution
Staff Development Provider

0550 **Country Code**—The code for the country in which an address is located.

(Note: A list of countries and their codes can be found in appendix F.)

Entity Uses: Education Institution
Staff Development Provider

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Education Institution
Staff Development Provider

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*

- 11 Personal cellular number**
- 12 Personal telephone number**
- 13 Telex number**
- 14 Tele-mail**
- 15 Voice mail**
- 16 Work cellular number**
- 17 Work facsimile number**
- 18 Work telephone number**
- 99 Other**

Entity Uses: Education Institution
Staff Development Provider

0600 **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Education Institution
Staff Development Provider

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

- 01 Home/personal**
- 02 Work**
- 99 Other**

Entity Uses: Education Institution
Staff Development Provider

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Education Institution
Staff Development Provider

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Education Institution
Staff Development Provider

Educational Program/Staff Development Activity—A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

1020 † **Program Title**—The name of the program of work, series of courses, individual course, or training program in which an individual is involved.

Entity Uses: Educational Program
Staff Development Activity

1030 † **Program Description**—The description of the program of work, series of courses, individual course, or training in which an individual is involved.

Entity Uses: Educational Program
Staff Development Activity

1040 **Participation Status**—An indication as to whether an individual is participating in an educational course or program or is involved in a staff development activity.

01 Currently enrolled/involved—An individual is enrolled or participating in an educational program or staff development activity at the present time.

02 Previously enrolled/involved—An individual was previously but is no longer enrolled or participating in an educational program or staff development activity.

03 Program completed—An individual has completed the educational course or program of study or the staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

1050 **Entry Date**— The month, day and year on which an individual enters and begins to receive instructional services in a school or an institution during a given session.

Entity Uses: Educational Program
 Staff Development Activity

1060 **Withdrawal Date**—The day, month, and year that an individual ceased participating in an educational experience without completing the course, educational program, or staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

1070 † **Completion Date**—The month, day, and year on which an individual completed a course, an education program or a staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

Program Support—Information concerning the sponsorship of an educational program or staff development activity, including financial, administrative, and assignment issues.

1080 **Program Support/Funding Source**—Ultimate and intermediate providers of funds for a particular educational program or activity or for the individual's participation in the education program or activity.

- 01 Federal government**
- 02 State government**
- 03 Local government**
- 04 Intermediate agency or government**
- 05 Local education agency (LEA)**
- 06 Institution of Higher Education (IHE)**
- 07 Joint IHE/LEA**
- 08 School**
- 09 Business**
- 10 Community**
- 11 Self (tuition/fees)**
- 12 Parent/teacher organization**
- 13 Individual (endowment)**
- 14 Foundation or other charitable organization**
- 15 Religious organization**
- 16 Union**
- 17 Fraternal organization**
- 18 Insurance**
- 19 Military**
- 99 Other**

Entity Uses: Educational Program
Staff Development Activity

1090 **Educational Program/Staff Development Activity Compensation**—An indication of the type of financial support an individual receives for participating in an educational program or staff development activity.

01 Time paid—An individual's participation in an educational program or staff development activity is paid for at least in part through salary or time compensation.

02 Stipend only—An individual's participation in an educational program or staff development activity is compensated not through salary or time compensation but with a fixed and regular payment of allowance.

03 Travel/expense reimbursement—An individual's expenses incurred while traveling to, or participating in, an educational program or staff development activity are paid for or reimbursed.

04 Tuition and/or fees—An individual's full or partial costs of participating in an educational program or staff development activity including tuition and fees are paid for or reimbursed.

05 No compensation—An individual's participation in an educational program or staff development activity is not compensated by any other individual or organization but by him or herself.

99 Other

Entity Uses: Staff Member

1100 **Educational Program/Staff Development Activity Arrangement** —An indication of the manner in which an individual's participation in an educational program or staff development activity has been scheduled.

01 Released time, substitute provided—An individual is excused from performing his or her regular job duties to participate in an educational program or staff development activity. A substitute is arranged to perform the job duties on his or her behalf.

02 Released time from duties, no substitute provided—An individual is excused from performing his or her regular job duties to participate in an educational program or staff development activity. No substitute is arranged to perform the job duties on his or her behalf.

03 Scheduled time—An individual's time for participating in an educational program or staff development activity is built into his or her work schedule.

04 Off-the-job—An individual's participation in an educational program or staff development activity takes place while he or she is off-duty.

Entity Uses: Staff Member

1110 **Educational Program/Staff Development Activity Purpose**—The primary reason an individual is involved in an educational program or staff development activity.

01 Acquisition of new skills or knowledge—An individual is involved in an educational program or a staff development activity to acquire new skills or knowledge he or she does not already possess.

02 Maintenance or improvement of skills or knowledge—An individual is involved in an educational program or staff development activity to maintain or update existing skills or knowledge he or she has in order to perform job duties. Examples include a refresher course or an activity required for licensure renewal.

03 Remediation of skills or knowledge—An individual is involved in an educational program or staff development activity to overcome identified deficiencies in the knowledge and skills required to perform duties in his or her job or profession.

Entity Uses: Educational Program
 Staff Development Activity

1120 **Educational Program/Staff Development Activity Anticipated Outcome**—The anticipated results of an individual's successful participation in an educational program or staff development activity.

01 Completion of high school credential—An individual is engaged in a program of studies leading to the award of a high school credential.

02 Obtain training for employment—An individual is engaged in an educational program to qualify for a particular type of job.

03 Completion of an initial degree program—An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate, but not a professional credential.

04 Completion of an initial degree program and professional credential requirements—An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate and a professional credential for his or her profession.

05 Seeking an initial professional credential—An individual is involved in an educational program to fulfill the requirements for obtaining a professional credential for his or her profession.

06 Completion of an additional degree program—An individual is engaged in a program of studies leading to the award of an additional academic degree, diploma, or certificate.

07 Obtaining an advanced-level credential—An individual is involved in an educational program to fulfill the requirements for obtaining an advanced-level credential in his or her profession.

08 Maintaining or renewing a credential—An individual is involved in an educational program to fulfill the requirements for obtaining a renewal of a professional credential or for being re-certified in his or her profession.

09 Meeting staff development requirements—An individual is involved in an educational program or staff development activity to fulfill requirements for his or her job.

10 Qualifying for an advanced level job—An individual is involved in an educational program or staff development activity to fulfill requirements for a more advanced job than he or she currently holds.

11 Qualifying for a salary increase—An individual is involved in an educational program or staff development activity to fulfill requirements for a pay raise.

12 Personal improvement—An individual is involved in an educational program or staff development activity for personal improvement.

99 Other

Entity Uses: Staff Member

1130 **Educational Program/Staff Development Activity Relevance**—An indication as to whether the contents of an educational program or staff development activity are directly related to an individual's performance of job duties.

01 Related to current job—The contents of the educational program or staff development activity are directly related and contribute to an individual's performance of the specific responsibilities or duties of his or her current job or position.

02 Related to advancement within the current job—The contents of the educational program or staff development activity are related to and will prepare an individual for performance at a higher level of responsibilities or duties within the current job or position.

03 Related to a different job or higher position—The contents of the educational program or staff development activity are not related to an individual's job or position but will prepare him or her for the responsibilities and duties of a different or higher position in the future.

04 Not related—The contents of the educational program or staff development activity are not related to an individual's job or position but are relevant to his or her personal growth which in turn will contribute to his or her work.

Entity Uses: Educational Program
Staff Development Activity

Subject Matter Area of Study—Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

1140 † **Level of Specialization**—The extent to which an individual concentrates upon a particular subject matter area during his or her period of study at an education institution.

01 Major—A principal area of academic specialization chosen by an individual.

02 Minor—A secondary area of academic specialization chosen by an individual.

03 Area of emphasis/concentration—An area of academic specialization chosen by an individual other than his or her major or minor.

04 Post-degree study—An additional area of study that an individual undertakes after having already received his or her last degree or certificate.

05 Area of interest—An area of interest to the individual not necessarily leading to a degree or credential.

Entity Uses: Educational Program

1150 † **Postsecondary Subject Matter Area**—The descriptive name of an academic or vocational discipline studied by an individual in an educational program or staff development activity.⁶

01 Agricultural business and production

02 Agricultural sciences

03 Conservation and renewable natural resources

04 Architecture and related programs

⁶ This list of options has been extracted from the Classification of Instructional Programs, published in 1991 by the National Center for Education Statistics, available from the Government Printing Office and on the NCES web site at <http://www.ctdhe.org/dherpts/cip/cipman.pdf>. Refer also to Appendix N for more information.

05 Area, ethnic and cultural studies
08 Marketing operations/marketing and distribution
09 Communications
10 Communications technologies
11 Computer and information sciences
12 Personal and miscellaneous services
13 Education⁷
14 Engineering
15 Engineering-related technologies
16 Foreign languages and literatures
19 Home economics
20 Vocational home economics
21 Technology education/industrial arts
22 Law and legal studies
23 English language and literature/letters
24 Liberal arts and sciences, general studies and humanities
25 Library science
26 Biological sciences/life sciences
27 Mathematics
28 Reserve Officers' Training Corp (ROTC)
29 Military technologies
30 Multi/interdisciplinary technologies
32 Basic skills
33 Citizenship activities
34 Health-related knowledge and skills
35 Interpersonal and social skills
36 Leisure and recreational activities
37 Personal awareness and self-improvement
31 Parks, recreation, leisure and fitness studies
38 Philosophy and religion
39 Theological studies and religious vocations
40 Physical sciences
41 Science technologies
42 Psychology
43 Protective services
44 Public administration and services
45 Social sciences and history
46 Construction trades
47 Mechanics and repairers
48 Precision production trades
49 Transportation and materials moving workers
50 Visual and performing arts
51 Health professions and related sciences
52 Business management and administrative services
99 Other

Entity Uses:

Staff Member

Course Work Taken—Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

1160 **Session Type**—A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. A session may be interrupted by one or more vacations.

⁷ A complete list of sub-option codes for "13 Education" can be found in appendix I.

01 Full school year—A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

02 Semester—One of two equal segments into which a school year is divided.

03 Trimester—One of three equal segments into which a school year is divided.

04 Quarter—One of four equal segments into which a school year is divided.

05 Quinmester—One of five equal segments into which a school year is divided.

06 Mini-term—A school term which is shorter than a regular session.

07 Summer term—A school term which takes place in the summer between two regular school terms.

08 Intersession—A short session which occurs between longer sessions.

09 Long session—A session that is longer than a semester but shorter than a full year.

10 Twelve month—An educational program that operates throughout the year.

99 Other

Entity Uses: Course

1170 **Session Beginning Date**—The month, day, and year on which a session begins.

Entity Uses: Course

1180 **Session Ending Date**—The month, day, and year on which a session ends.

Entity Uses: Course

1190 † **Course Title**—The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

Entity Uses: Course

1200 † **Course Description**—A description of the course taken by an individual.

Entity Uses: Course

1210 **Course Code System**—A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

01 NCES Pilot Standard National Course Classification System Codes

02 NCES Classification of Secondary School Courses

03 State course code

04 LEA course code

05 School course code

06 University course code

07 Intermediate agency course code

99 Other

Entity Uses: Course

- 1220 **Course Code**—The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

Entity Uses: Course

- 1230 **Principal Medium of Instruction**—The principal medium by which the student receives instructional communication from his or her teacher(s).

01 Computer-based course—Instruction facilitated by a computer using self-contained educational software with which learners interact.

02 Correspondence course—Instruction which provides for the systematic exchange of materials between teacher and student by mail.

03 Direct student-teacher interaction—Instruction by one or more teachers physically present, i.e., by a single teacher or by a team of two or more teachers.

04 Directed self study—Self study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

05 Distance learning—Instruction, not necessarily interactive, transmitted from one location to another using a communications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

06 Interactive telecommunications—Two way voice or data exchange between an instructor and student via phone, data lines, or video.

07 Center-based instruction—Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in a specified location usually inside the classroom.

08 Independent study—Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

09 Internship—Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

99 Other

Entity Uses: Course

- 1240 **Grade Earned in Course**—A final indicator of student performance in a class as submitted by the instructor.

Entity Uses: Course

- 1250 **Credit Type Earned**—The type of credits or units of value awarded for the completion of a course.

01 Carnegie unit—A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

02 Semester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

03 Trimester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.

04 Quarter hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quarter.

05 Quinmester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester.

06 Mini-term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a mini-term.

07 Summer term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

08 Intersession hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

09 Long session hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

10 Twelve month hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

11 Continuing education unit (CEU)—A term frequently used to indicate the number of staff development hours received by an individual upon completion of an educational program (course or series of courses) or staff development activity.

12 Vocational credit—A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

13 Adult education credit—A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

14 Credit by examination—A term frequently used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

15 Correspondence credit—A term frequently used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

16 Military credit—A term frequently used to indicate the number of hours received by an individual for training and experiences acquired while serving in the military.

17 Converted occupational experience credit—A term frequently used to indicate the number of hours received by an individual based on life experience.

18 Staff development credit—A term frequently used to indicate the number of hours received by an individual upon completion of a staff development activity or activities.

19 No credit—A term frequently used to indicate that a student will not receive credit for a course taken during a school term (e.g., a student is auditing a course).

99 Other

Entity Uses: Course

- 1260 **Credits Earned in Course/Staff Development Activity**—The number of credits earned by an individual for completing a course or staff development activity.

Entity Uses: Course

- 1270 **Grade Point Average (GPA): Cumulative**—A measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual was previously enrolled.

Entity Uses: Staff Member

Other Non-Course Educational Program /Staff Development Activity—A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

- 1280 **Educational Program/Staff Development Activity Participant's Role**—An indication of the level of involvement of an individual while participating in an educational program or staff development activity.

01 Consumer/learner—An individual is a recipient of the knowledge and skills given in an educational program or other staff development activity. Examples include being enrolled in a college course, an attendee in a seminar or a professional meeting, or a protege in a mentoring activity.

02 Provider/trainer—An individual is an expert presenter of the contents of the educational program or staff development activity. Examples include being an advisor to other participants, a presenter in a training workshop, or a mentor to colleagues.

03 Collaborator/peer—An individual is a peer participant in a staff development activity. Examples include being a participant in a collaborative content network, a member of an ad hoc committee, or a peer evaluator to a fellow colleague (both giving and receiving evaluation).

99 Other

Entity Uses: Educational Program
 Staff Development Activity

- 1290 **Educational Program/Staff Development Activity Format**—A designation of the specific category explaining how an educational program or staff development activity is organized.

01 Computer-based course—An activity in which individuals obtain educational instruction facilitated by a computer using self-contained educational software with which learners interact.

02 Conference—An activity in which individuals from different organizations who have some common interest or background gather information and discuss mutual issues.

03 Committee—An activity in which a small group of individuals volunteer, are appointed, or are elected to perform a task that cannot be completed efficiently by the entire group.

04 Collaborative activity—An activity in which two or more individuals are involved experientially and cooperatively to achieve a common goal or a predetermined outcome. Examples include the improvement of a school's curriculum design, the development of a new

program, or a process to solve problems or improve service delivery. Also included would be a site visit to another school, team research, or presentations.

05 Correspondence course—An activity in which instruction is provided through a systematic exchange of materials between teacher and student by mail.

06 Distance learning—An activity in which instruction, not necessarily interactive, is transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

07 Instructor provided course—An activity involving a long-term process through which an individual acquires knowledge and skills through appropriate individual or group instruction in a program of studies. Examples include a course taken at the university or college, or courses within a program of studies towards a diploma, undergraduate degree or advanced degree from an institution of higher education.

08 Interactive telecommunications—An activity involving two-way voice or data exchange between an instructor and student via phone, data lines, or video.

09 Internship—An activity in which instruction is provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

10 Mentoring/coaching—An activity in which an individual provides or receives professional advice and support to or from a colleague.

11 Networking with professionals in the field—An activity in which individuals from different organizations who have mutual interest are connected to build information resources, improve communication, and expand professional contacts.

12 Professional collaboration—An activity in which an individual acquires technical/subject area skills (e.g., mathematics or humanities) through interaction with his or her professional peers in the context of a formalized network.

13 Professional organization—An activity in which an individual gains knowledge and skills through his or her affiliation with a professional association or organization.

14 Research and/or publication—An activity in which an individual participates in a research or publication effort on a specific topic.

15 Self-instruction—An activity in which an individual takes responsibility for his or her own learning with or without direct supervision. Examples include a personalized system of instruction, correspondence study, or a special individual project. This also includes an inquiry process in which an individual identifies an area of professional interest, collects data, and makes changes in his or her way of performing work based on interpretation of those data.

16 Training course—An activity involving a short-term process through which an individual improves awareness, or develops knowledge and skills through appropriate individual or group instruction. Examples include a one-day demonstration workshop; a series of computer training courses; an institute consisting of a series of training meetings; a seminar to study a subject under the leadership of an expert; or a clinic for diagnosing, analyzing, and seeking solutions to specific problems.

99 Other

Entity Uses: Educational Program
 Staff Development Activity

- 1300 **Educational Program/Staff Development Activity Involvement**—A description of an individual's level of involvement in an educational program or staff development activity (e.g., chairperson of a committee, voting or affiliate member of a group, student enrolled in a course, student auditing a course).

Entity Uses: Educational Program
Staff Development Activity

- 1310 **Educational Program/Staff Development Activity Intensity**—The total number of sessions an individual is expected to participate in an educational program or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

- 1320 **Educational Program/Staff Development Activity Frequency**—The average number of sessions per month that an individual participates in an educational program or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

- 1330 **Educational Program/Staff Development Activity Contact Hours**—The total number of hours or portion of hours in which an individual participates in an educational program or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

- 1340 **Educational Program/Staff Development Activity Duration**—The average number of hours or portion of hours that an individual participates in an educational program or staff development activity session.

Entity Uses: Educational Program
Staff Development Activity

- 1350 **Educational Program/Staff Development Activity Location**—An indication as to the location at which an educational program or staff development activity takes place (e.g., room number, building site, campus designation, or address of a business organization, service center, or community building).

Entity Uses: Educational Program
Staff Development Activity

- 1240 **Grade Earned in Course**—An indication of the grade earned or rating received by an individual for completing a course or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

- 1250 **Credit Type Earned**—The type of credits or units of value received for the completion of a course or staff development activity.

01 Carnegie unit—A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

02 Semester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

03 Trimester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.

04 Quarter hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quarter.

05 Quinmester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester.

06 Mini-term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a mini-term.

07 Summer term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

08 Intersession hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

09 Long session hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

10 Twelve month hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

11 Continuing education unit (CEU)—A term frequently used to indicate the number of staff development hours received by an individual upon completion of an educational program (course or series of courses) or staff development activity.

12 Vocational credit—A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

13 Adult education credit—A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

14 Credit by examination—A term used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

15 Correspondence credit—A term used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

16 Military credit—A term used to indicate the number of hours received by an individual for training and experiences acquired while serving in the military.

17 Converted occupational experience credit—A term used to indicate the number of hours received by an individual based on life experience.

18 Staff development credit—A term used to indicate the number of hours received by an individual upon completion of a staff development activity or activities.

19 No credit—A term frequently used to indicate that a student will not receive credit for a course taken during a school term (e.g., a student is auditing a course).

99 Other

Entity Uses: Educational Program
 Staff Member

1260 **Credits Earned in Course/Staff Development Activity**—The number of credits earned by an individual for completing a course or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

Recognition Earned—Information concerning any educational degrees, certificates, honors, awards or distinctions earned by or conferred upon an individual.

1360 † **Degree/Certificate Title**—The name of the degree or certificate earned by an individual. This includes honorary degrees conferred upon an individual.

Entity Uses: Staff Member

1370 † **Degree/Certificate Type**—The type of degree or certificate earned by an individual.

- 01 *High school diploma - regular*
- 02 *High school diploma - modified*
- 03 *High school diploma - endorsed*
- 04 *High school diploma - advanced (e.g., Regents)*
- 05 *International Baccalaureate diploma*
- 06 *High school equivalency diploma/GED diploma*
- 07 *Adult Basic Education Diploma*
- 08 *Certificate of attendance*
- 09 *Certificate of completion*
- 10 *Alternate credential*
- 11 *Post graduate (Grade 13)*
- 12 *Vocational certificate*
- 13 *Formal award, certificate or diploma (less than one year)*
- 14 *Formal award, certificate or diploma (more than or equal to one year)*
- 15 *Associate's degree (two years or more)*
- 16 *Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)*
- 17 *Graduate certificate*
- 18 *First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)*
- 19 *Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)*
- 20 *Specialist's degree (e.g., Ed.S)*
- 21 *Post-Professional degree*
- 22 *Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)*
- 99 *Other*

Entity Uses: Staff Member

1380 **Degree/Certificate Distinctions**—A description of distinctions (e.g., cum laude) earned by an individual while receiving a degree or certificate.

Entity Uses: Staff Member

1390 † **Degree/Certificate Conferring Date**—The month, day, and year on which an individual received a degree or certificate.

Entity Uses: Staff Member

1400 **Honor or Award**—A description of educational or professional honors (e.g., Teacher of the Year) or awards (e.g., scholarships) earned by an individual.

Entity Uses: Staff Member

- 1410 **Educational Program/Staff Development Activity Outcomes**—The description of any products, honors, or recognition resulting from participation in an educational program or staff development activity. Examples include the development of reports, publications, curriculum frameworks, and/or program plans.

Entity Uses:

Educational Program

Staff Development Activity

C. QUALIFICATION INFORMATION

Section C, Qualification Information, includes information about credentials, prior related experience, internships/apprenticeships, related travel activities, and other interests.

Entity Uses:	Credential
	Credentialing Organization
	Employer
	Evaluator
	Immediate Supervisor
	Mentor
	Organization Membership
	Public Service
	Staff Member

Credential Information—Information on any active certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment. Credentials are issued by a state agency (or in some cases by other organizations), post-secondary institution, or professional association based on education and training completed, experience, assessment, background verification, and/or other requirements.

2010 † **Credential Type**—An indication of the category of credential an individual holds.

01 Certification—The process by which an agency or organization grants recognition to persons who have met certain predetermined qualifications specified by an agency or organization.

02 Licensure—The process by which an agency of government grants permission to persons meeting predetermined qualifications to engage in a given occupation and/or to use a particular title, or grants permission to institutions to perform specialized functions.

03 Registration—The process by which an individual registers with a governmental agency or a non-governmental agency or organization for approval to perform specialized functions.

04 Endorsement—The process by which the individual's primary professional certification is supplemented, which fulfills the national professional standards for the endorsement area, but is not guaranteed to meet the criteria of all states.

99 Other

Entity Uses:	Credential
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2020 † **Non-Educator Credential Type**—An indication of the type of non-educator certificate, license, or permit that is issued by a government agency, professional association, or other organization to perform services other than teaching or other educator responsibilities (e.g., school board member, school nurse, registrar, database administrator, computer support personnel, psychologist).

(Note: A list of regulated occupations and professions and their codes can be found in appendix J.)

Entity Uses:	Credential
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2030 **Non-Teaching Educator Credential Type**— An indication of the type of non-teaching educator certificate, license or permit that is issued by a government agency, professional association, or other organization that qualifies a person to hold certain administrative or education support positions. This credential often also requires the possession of a valid teaching credential (e.g., superintendents, principals, assistant principals, supervisors).

Entity Uses:	Credential
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2040 † **Teaching Credential Type**—An indication of the category of a legal document giving authorization to perform teaching assignment services.

01 Regular/standard
02 Probationary/initial
03 Provisional
04 Professional
05 Master
06 Specialist
07 Temporary
08 Emergency
09 Nonrenewable
10 Retired
11 Substitute
12 Teacher assistant
13 Intern
99 Other

Entity Uses: Credential

2050 † **Teaching Credential Basis**—An indication of the pre-determined criteria for granting the teaching credential that an individual holds.

01 4-year bachelor's degree—Teaching credential is granted upon the completion of a regular 4-year degree teacher training program at an institution of higher education.

02 5-year bachelor's degree—Teaching credential is granted upon the completion of a regular 5-year degree teacher training program at an institution of higher education.

03 Master's degree—Teaching credential is granted upon the completion of a master's degree teacher training program at an institution of higher education.

04 Doctoral degree—Teaching credential is granted upon the completion of a doctoral degree at an institution of higher education.

05 Met state testing requirement—Teaching credential is granted upon the completion of state testing requirements (for non-education majors).

06 Special/alternative program completion—Teaching credential is granted upon an individual's fulfillment of predetermined criteria through an alternative program other than the completion of a degree teacher training program.

07 Relevant experience—Teaching credential is granted upon an evaluation and recognition of an individual's technical skills and experience (e.g., a vocational education teacher who had extensive experience in woodworking).

08 Credentials based on reciprocity with another state—Teaching credential is granted through an interstate licensure agreement to an individual who is certified in another state.

99 Other

Entity Uses: Credential

2060 † **Credential Description**—An indication of the title or description of a credential that an individual holds.

Entity Uses: Credential

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Credential

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

- 01 Driver's license number (not applicable for this entity)
- 02 Health record number (not applicable for this entity)
- 03 Medicaid number (not applicable for this entity)
- 04 Professional certificate or license number
- 05 School-assigned number
- 06 District-assigned number
- 07 State-assigned number
- 08 Selective service number (not applicable for this entity)
- 09 Migrant number (not applicable for this entity)
- 10 Social Security Administration number (not applicable for this entity)
- 11 US government Visa number (not applicable for this entity)
- 12 Personal identification number (used for access into system) (not applicable for this entity)
- 13 Family unit number (not applicable for this entity)
- 14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)
- 15 LEA number for school (not applicable for this entity)
- 16 SEA number for school (not applicable for this entity)
- 17 SEA number for LEA (not applicable for this entity)
- 18 NCES number for school (not applicable for this entity)
- 19 NCES number for a LEA (not applicable for this entity)
- 20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)
- 21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)
- 22 College Board Admission Testing Program (ATP) number (not applicable for this entity)
- 23 American College Testing (ACT) Program number (not applicable for this entity)
- 24 Federal identification (not applicable for this entity)
- 25 Dunn and Bradstreet number (not applicable for this entity)
- 99 Other

Entity Uses: Credential

2070 **Date Credential Requirement Met**—The month, day, and year on which the individual met the requirement necessary to receive a credential.

Entity Uses: Credential

2080 † **Credential Issuance Date**—The month, day, and year on which an active credential was issued to an individual.

Entity Uses: Credential

2090 † **Credential Expiration Date**—The month, day and year on which an active credential held by an individual will expire.

Entity Uses: Credential

2100 **Initial Credential Issuance Requirements**—An indication of any requirements necessary for an individual to receive an initial credential.

- 01 Education completion*
- 02 Fee payment*
- 03 Practical experience*
- 04 References*
- 05 Background/security verification*
- 06 Test/assessment*
- 07 Completion of induction program*
- 08 Completion of professional development plan*
- 09 Professional development/in-service credits*
- 10 Portfolio completed successfully*
- 11 Advisor approval*
- 12 Fingerprinting*
- 13 Tuberculosis screening*
- 14 Drug testing*
- 15 Chest X-ray*
- 16 Oath of allegiance*
- 17 Compliance with state tax laws*
- 98 None*
- 99 Other*

Entity Uses: Credential

- 2110 **Background Check Type**—An indication of the type of employment and/or other records that are investigated to determine whether the individual meets the basic and security requirements for employment or a credential.

- 01 Criminal records*
- 02 Previous employment references*
- 03 Personal references*
- 04 Credentials*
- 99 Other*

Entity Uses: Credential

- 2120 **Background Check Description**—A description of the means used to check an individual's employment and/or other records investigated to determine whether he or she meets the basic and security requirements for employment or a credential.

Entity Uses: Credential

- 2130 **Background Check Completion Date**—The month, day, and year on which the examination of the individual's employment and/or other records was completed. This examination is part of the requirements for this position or a credential.

Entity Uses: Credential

- 2140 **Induction Program Mentor**—The name of the individual who offered guidance and assistance to the individual during the induction period.

Entity Uses: Credential

- 2150 **Credential Renewal Requirement**—An indication of any requirements necessary for an individual to renew a credential.

- 01 Education hours completed*
- 02 Degree completed*

- 03 *Fee payment*
- 04 *Practical experience*
- 05 *References*
- 06 *Background/security verification*
- 07 *Test/assessment*
- 08 *Completion of induction program*
- 09 *Completion of professional development plan*
- 10 *Professional development/in-service credits completed*
- 11 *Portfolio successfully completed*
- 12 *Advisor/Mentor approval*
- 13 *Tuberculosis screening*
- 14 *Drug testing*
- 15 *Chest x-ray*
- 16 *Oath of allegiance*
- 17 *Recertification points received*
- 18 *Time on the job*
- 19 *Compliance with state tax laws*
- 98 *None*
- 99 *Other*

Entity Uses: Credential

- 2160 **Number of Units Required for Credential Renewal**—The number of professional development or recertification units required to renew a credential.

Entity Uses: Credential

- 2170 **Credential Renewal Units Attempted**—The number of professional development or re-certification units attempted by the individual.

Entity Uses: Credential

- 2180 **Credential Renewal Units Earned**—The number of professional development or re-certification units earned by the individual.

Entity Uses: Credential

- 2190 **Staff Advisor for Credential Renewal**—The individual in charge of advising the individual on the requirements for renewal of credentials.

Entity Uses: Credential

- 2200 **Credential Renewal Date**—The month, day, and year on which the individual met the requirements necessary to renew a credential.

Entity Uses: Credential

- 2210 **Program Sponsor**—An indication of the type of organization or institution responsible for sponsoring an individual seeking alternative credentialing from a state agency.

- 01 *Local education agency (LEA)*
- 02 *State education agency (SEA)*
- 03 *Institution of higher education (IHE)*
- 04 *Joint IHE/LEA*
- 05 *Private or religious association*
- 06 *Local association, other than private or religious*
- 07 *National association, other than private or religious*

08 Private/for-profit group
09 Intermediate education agency
10 Regional group
99 Other (e.g., military)

Entity Uses: Credential

0110 **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Mentor

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Credentialing Organization

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Credentialing Organization
Mentor

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Credentialing Organization
Mentor

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number
06 Home telephone number
07 Night telephone number
08 Other residential facsimile number
09 Other residential telephone number
10 Appointment telephone number
11 Personal cellular number
12 Personal telephone number
13 Telex number
14 Tele-mail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Credentialing Organization
Mentor

0600 **Communication Number**— The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Credentialing Organization
Mentor

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Credentialing Organization
Mentor

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Credentialing Organization

Assessment Information—The general classification of an assessment administered to an individual based upon the anticipated use of the information it provides. This also includes information that identifies the assessment, the actual score earned, and the date of assessment.

2220 **Assessment Purpose**—The purpose for which an assessment is being conducted.

01 Initial credentialing
02 Continuation of credential
03 Renewal of credential
99 Other

Entity Uses: Credential

2230 **Assessment Title/Description**—The title or description including a form number, if any, that identifies a particular assessment.

Entity Uses: Credential

2240 **Assessment Code**—The code used by a state or local education agency or a testing organization to identify a particular assessment given to an individual.

Entity Uses: Credential

2250 **Assessment Standard Indicator**—An indication as to whether an assessment conforms to a standard.

01 Local standard
02 Statewide standard
03 Regional standard
04 National Board for Professional Teaching Standards (NBPTS) standard
05 Association standard
06 School standard
98 No standard
99 Other standard

Entity Uses: Credential

2260 **Assessment Type**—The category of an assessment based on format and content.

01 Computer
02 Paper/pencil
03 Portfolio (i.e., artifacts of actual performance)

04 Observation
05 Simulation
06 Transcript review
99 Other

Entity Uses: Credential

2270 **Assessment Content**—An indication of the specific content (i.e., subject matter) on which an individual is evaluated through an assessment.

01 Basic mathematics
02 Basic reading
03 Spelling
04 Writing
05 Basic language arts
06 General knowledge
07 Credential subject matter
08 Knowledge of teaching/pedagogy
09 Technology/computer literacy
10 Teaching performance
11 Administrator knowledge
12 Administrator performance
99 Other

Entity Uses: Credential

2280 **Assessment Content Level**—An indication of the level (i.e., basic or advanced) of the content on which an individual is evaluated through an assessment.

Entity Uses: Credential

2290 **Assessment Date**—The month, day, and year on which a credential assessment was administered.

Entity Uses: Credential

2300 **Assessment Score/Results**—An indication of the evaluated performance of an individual on a credential assessment. Included should be indication of the type score received and any other relevant interpretive information.

Entity Uses: Credential

Credential Characteristics—Information that describes the content of any certificate, license, permit, or other credential held by an individual that authorizes the holder to perform certain functions or to make certain claims about his or her competencies in his or her employment or assignment.

2310 **Credential Authorized Function**—A functional area within which an individual is authorized to serve by an active credential (e.g., English teaching, vocational education, special education, career counseling, principal, or superintendent).

Entity Uses: Credential

2320 † **Authorized Instructional Level**—The instructional level or levels within which an individual is authorized to serve by an active credential.

01 Early childhood
02 Pre-kindergarten
03 Kindergarten

- 04 *Elementary school*
- 05 *Elementary/Middle school level*
- 06 *Middle/Junior high school*
- 07 *Senior high school*
- 08 *Secondary level*
- 09 *All levels*
- 99 *Other*

Entity Uses:

Credential

2330 † **Teaching Field or Area Authorized**—An indication of a teaching field within which an individual is authorized to teach by an active teaching credential. In a departmentalized organization, a teaching field is a major subdivision of the educational program such as language arts, mathematics, music, distributive education, or physical education. In a non-departmentalized situation or in a self-contained classroom, a general teaching level such as elementary or secondary may be the most accurate designation of a teaching field.

- 01 *Early childhood/pre-kindergarten*
- 02 *Kindergarten*
- 03 *Elementary*
- 04 *Accounting*
- 05 *Business and management*
- 06 *Other business*
- 07 *English or language arts*
- 08 *Journalism/communications*
- 09 *Reading*
- 10 *Speech*
- 11 *Architecture or environmental design*
- 12 *Dance*
- 13 *Drama/Theater*
- 14 *Music*
- 15 *Visual Arts*
- 16 *Chinese*
- 17 *French*
- 18 *German*
- 19 *Italian*
- 20 *Japanese*
- 21 *Latin*
- 22 *Russian*
- 23 *Spanish*
- 24 *Other languages*
- 25 *Computer Science*
- 26 *Mathematics*
- 27 *Biology or life science*
- 28 *Chemistry*
- 29 *Earth/space science/geology*
- 30 *General science*
- 31 *Health education*
- 32 *Physical science*
- 33 *Physics*
- 34 *Other natural sciences*
- 35 *American Indian/Native American studies*
- 36 *Anthropology*
- 37 *Civics*
- 38 *Economics*
- 39 *Geography*
- 40 *History*

- 41 *Humanities*
- 42 *Law*
- 43 *Philosophy*
- 44 *Political science and government*
- 45 *Psychology*
- 46 *Religion*
- 47 *Social studies*
- 48 *Sociology*
- 49 *Other area or ethnic studies*
- 50 *Other social studies/social sciences*
- 51 *Basic skills or remedial education*
- 52 *Bilingual education*
- 53 *English as a second language*
- 54 *Gifted and talented*
- 55 *Military science*
- 56 *Physical education*
- 57 *Special education, general*
- 58 *Autism*
- 59 *Deaf and hard-of-hearing*
- 60 *Developmentally delayed*
- 61 *Early childhood special education*
- 62 *Emotionally disturbed or behavior disorders*
- 63 *Learning disabilities*
- 64 *Mentally disabled*
- 65 *Mildly/moderately disabled*
- 66 *Orthopedically impaired*
- 67 *Severely/profoundly disabled*
- 68 *Speech/language impaired*
- 69 *Traumatically brain-injured*
- 70 *Visually impaired*
- 71 *Other special education*
- 72 *Agriculture or natural resources*
- 73 *Business/office*
- 74 *Career education*
- 75 *Communications technologies*
- 76 *Cosmetology*
- 77 *Family and consumer science (home economics)*
- 78 *Food services*
- 79 *Health professions and occupations*
- 80 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*
- 81 *Other vocational/technical education*
- 99 *Other*

Entity Uses: Credential

2340 **Fee Amount**—The amount of money required from an individual as a fee for receiving a credential.

Entity Uses: Credential

2350 **Fee Payment Status**—An indication of the amount of money received from an individual as payment toward fees required for receipt of a credential.

Entity Uses: Credential

2360 **Fee Payment Date**—The month, day, and year on which fee payment was made by an individual for receipt of a credential.

Entity Uses: Credential

Credential Revocation Information—Information concerning revocation of an individual's certificate, license, permit, or other credential held.

2370 **Credential Revocation Date**—The month, day and year on which a credential was revoked.

Entity Uses: Staff Member

2380 **Credential Revocation Reason**—The basis of the decision to revoke a credential (e.g., lapsed, felony conviction).

Entity Uses: Staff Member

Publications—Information about an individual's professional public communication and/or performance.

2390 **Publication Type**—An indication of the nature of an individual's professional public communication and/or performance.

01 Book

02 Peer journal article

03 Non-peer journal article

04 Fine arts performance (e.g., play, dance, multi-media event, art show, musical performance)

05 Presentation/paper at a conference or professional association meeting

06 Newspaper article

99 Other

Entity Uses: Staff Member

2400 **Publication Description**—A description of the title, location/appearance, date, and/or other information related to an individual's publication.

Entity Uses: Staff Member

Prior Experience—Information about an individual's employment prior to current employment.

0120 **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Employer

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Employer

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Immediate Supervisor

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Employer
 Immediate Supervisor

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number
06 Home telephone number
07 Night telephone number
08 Other residential facsimile number
09 Other residential telephone number
10 Appointment telephone number
11 Personal cellular number
12 Personal telephone number
13 Telex number
14 Tele-mail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Employer
 Immediate Supervisor

0600 **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Employer
 Immediate Supervisor

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which he or she belongs.

Entity Uses: Employer
 Immediate Supervisor

2410 **Business Type**—An indication of the general nature of an organization or institution.

01 Public school
02 Private school
03 Local education agency
04 Intermediate education agency
05 State education agency
06 Federal education agency
07 Private education organization
08 Other government (institutions outside the field of education)
09 Other non government organization (organizations outside the field of education)
10 Military
11 Self-employed
99 Other

Entity Uses: Employer

2420 **Employment Status**—The condition under which an individual has agreed to serve an employer.

01 Probationary—An individual who does not meet all of the prerequisites for status as a permanent employee.

02 Contractual—An individual who has an employment agreement that specifies the length and type of service.

03 Substitute/temporary—An individual who is employed on a temporary basis (e.g., year-to-year, term-to-term, or day-to-day).

04 Tenured or permanent—An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.

05 Volunteer/no contract—An individual who provides services but does not receive remuneration.

06 Employed or affiliated with outside organization—An individual who is employed by an outside organization that is providing a service under a contract to or in agreement with a school or agency.

07 Contingent upon funding—An individual whose employment is contingent upon continued funding to sustain the position.

08 Non-contractual—An individual who is employed and is subject to continuance by the governing authority without due process.

99 Other employment status

Entity Uses: Staff Member

2430 **Employment Start Date**—The month, day, and year on which an individual began self-employment or employment with an organization or institution.

Entity Uses: Staff Member

2440 **Employment End Date**—The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

Entity Uses: Staff Member

2450 **Condition of Employment**—Information concerning the employment contract between an individual and an organization.

Entity Uses: Staff Member

2460 **Employment Separation Reason**—The primary reason for the termination of the employment relationship.

01 Other employment in education—Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

02 Other employment outside of education—Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

03 Retirement—Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

04 Family/personal relocation—Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

05 Change of assignment—Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

06 Formal study or research—Separation resulting from an individual leaving an employer to study or undertake research activities.

07 Illness/disability—Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

08 Homemaking/caring for a family member—Separation resulting from an individual's decision to become a homemaker, spend time rearing his or her children, or to care for his or her parent/guardian.

09 Layoff due to budgetary reduction—Separation resulting from a decrease in the monies available to an organization for staffing.

10 Layoff due to organizational restructuring—Separation resulting from changes in the administrative, personnel or executive structure of an organization.

11 Layoff due to decreased workload—Separation resulting from a reduction in the amount of work to be done.

12 Discharge due to unsuitability—Separation resulting from the incompatibility of an individual's work style or skills with the requirements of his or her position.

13 Discharge due to misconduct—Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

14 Discharge due to continued absence or tardiness—Separation resulting from not being present or being late for work on a frequent basis.

15 Discharge due to a falsified application form—Separation resulting from untrue or misleading information provided on the employment application.

16 Discharge due to credential revoked or suspended—Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

17 Discharge due to unsatisfactory work performance—Separation resulting from job activities carried out below a standard of quality.

18 Death—Separation resulting from the death of an individual.

19 Personal reason—Separation resulting from an individual leaving an agency or system for unspecified personal reasons.

20 Lay off due to lack of funding—Separation resulting from the position being eliminated due to lack of funds.

21 Lost credential—Separation resulting from the individual losing the credential required for the position.

97 Reason unknown—Separation resulting from an individual leaving an agency or system for an unknown reason.

99 Other

Entity Uses: Staff Member

2470 **Nature of Prior Employment**—The descriptive name (e.g., teaching, office/clerical, custodial) of the occupation or job duties performed by an individual.

Entity Uses: Staff Member

2480 **Teaching Assignment**—The teaching field taught by an individual.

- 01 Early childhood/pre-kindergarten
- 02 Kindergarten
- 03 Elementary
- 04 Accounting
- 05 Business and management
- 06 Other business
- 07 English or language arts
- 08 Journalism/communications
- 09 Reading
- 10 Speech
- 11 Architecture or environmental design
- 12 Dance
- 13 Drama/Theater
- 14 Music
- 15 Visual Arts
- 16 Chinese
- 17 French
- 18 German
- 19 Italian
- 20 Japanese
- 21 Latin
- 22 Russian
- 23 Spanish
- 24 Other languages
- 25 Computer Science
- 26 Mathematics
- 27 Biology or life science
- 28 Chemistry
- 29 Earth/space science/geology
- 30 General science
- 31 Health education
- 32 Physical science
- 33 Physics
- 34 Other natural sciences
- 35 American Indian/Native American studies
- 36 Anthropology
- 37 Civics
- 38 Economics

- 39 *Geography*
- 40 *History*
- 41 *Humanities*
- 42 *Law*
- 43 *Philosophy*
- 44 *Political science and government*
- 45 *Psychology*
- 46 *Religion*
- 47 *Social studies*
- 48 *Sociology*
- 49 *Other area or ethnic studies*
- 50 *Other social studies/social sciences*
- 51 *Basic skills or remedial education*
- 52 *Bilingual education*
- 53 *English as a second language*
- 54 *Gifted and talented*
- 55 *Military science*
- 56 *Physical education*
- 57 *Special education, general*
- 58 *Autism*
- 59 *Deaf and hard-of-hearing*
- 60 *Developmentally delayed*
- 61 *Early childhood special education*
- 62 *Emotionally disturbed or behavior disorders*
- 63 *Learning disabilities*
- 64 *Mentally disabled*
- 65 *Mildly/moderately disabled*
- 66 *Orthopedically impaired*
- 67 *Severely/profoundly disabled*
- 68 *Speech/language impaired*
- 69 *Traumatically brain-injured*
- 70 *Visually impaired*
- 71 *Other special education*
- 72 *Agriculture or natural resources*
- 73 *Business/office*
- 74 *Career education*
- 75 *Communications technologies*
- 76 *Cosmetology*
- 77 *Family and consumer science (home economics)*
- 78 *Food services*
- 79 *Health professions and occupations*
- 80 *Trades and industry (e.g., CADD, electronics repair, mechanics, precision production)*
- 81 *Other vocational/technical education*
- 99 *Other*

Entity Uses: Staff Member

2490 **Instructional Level**—An indication of the general nature and difficulty of instruction provided throughout a course.

01 Remedial—Instruction offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

02 Special education—Instruction that adapts the curriculum, materials, or teaching methods for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, developmental delay, hearing impairment, mental

retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

03 Basic—Instruction focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

04 General—Instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

05 Honors—Advanced level instruction designed for students who have earned honors status according to educational requirements.

06 Gifted and talented—Advanced level instruction designed for students who have qualified for and enrolled in a school, institution, or district gifted and talented program.

07 International Baccalaureate—A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

08 Advanced Placement—An advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.

09 College level—A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

10 Untracked—A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

11 Limited English/bilingual—Instruction designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual's academic success in an English-only environment is below that of a peer with an English language background.

12 Accepted as a high school equivalent—A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

99 Other

Entity Uses: Assignment

Years of Employment Experience—Information about the total number of years an individual has been employed, including the number of years of education-related experience.

2500 † **Years of Prior Teaching Experience**—The total number of years that an individual has previously held a teaching position in one or more education institutions.

Entity Uses: Staff Member

2510 † **Years of Prior Education Experience**—The total number of years that an individual has previously held an education position (including positions as a teacher and administrator).

Entity Uses: Staff Member

2520 † **Years of Prior Related Experience**—The total number of years of employment in a non-education area related to the field in which an individual is currently employed (e.g., 10 years of employment as an automotive mechanic for an individual teaching automotive in a vocational education program).

Entity Uses: Staff Member

2530 **Total Number of Years of Prior Experience**—The cumulative total number of years (e.g., 3 years, 2.5 years) an individual has previously held employment.

Entity Uses: Staff Member

Internship/Apprenticeship—Information about any period during which an individual formally served as an intern or an apprentice prior to or during current employment.

2540 **Internship/Apprenticeship Description**—A description of the type of internship or apprenticeship (including student or practice teaching) formally served by an individual.

Entity Uses: Staff Member

2550 **Internship/Apprenticeship Beginning Date**—The month, day, and year on which an individual began an experience as an intern or apprentice.

Entity Uses: Staff Member

2560 **Internship/Apprenticeship Ending Date**—The month, day, and year on which an individual finished an experience as an intern or apprentice.

Entity Uses: Staff Member

2570 **Internship/Apprenticeship Results**—A description of the outcomes or recommendations resulting from completion of an internship or apprenticeship.

Entity Uses: Staff Member

Related Travel Activities—Information on an individual's travel activities prior to or during current employment which is significant to his or her job requirements or qualifications.

2580 **Travel Location**—The city, state and/or country of the destination of a trip taken by an individual.

Entity Uses: Staff Member

2590 **Travel Purpose**—The purpose of a trip taken by an individual.

Entity Uses: Staff Member

2600 **Travel Beginning Date**—The month, day, and year on which an individual embarked on a trip.

Entity Uses: Staff Member

2610 **Travel Ending Date**—The month, day, and year on which an individual returned from a trip.

Entity Uses: Staff Member

Other Interests—Information on individual's other interests, including group memberships and participation and offices held in an organization.

2620 **Avocational Interests and Skills**—Description of a hobby or other interest or skill of an individual. These may include but are not limited to singing, art, music, writing, public speaking, and youth work.

Entity Uses: Staff Member

2630 **Other Areas of Informal Qualification**—Other areas or fields in which an individual has some special informal qualification or occupational training (e.g., as an artist).

Entity Uses: Staff Member

2640 **Special Contact Group Empathies**—Notation of an individual's interest and ability to work with special contact groups, based on factors such as bilingualism, racial or ethnic background, or religion.

Entity Uses: Staff Member

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity uses: Public Service
Organization Membership

2650 **Years of Participation**—The number of years that an individual belonged to an organization or association or served as an elected public official.

Entity Uses: Public Service
Organization Membership

2660 **Office Held**—The title of a position of trust and leadership held by an individual in an organization, association, or political office.

Entity Uses: Public Service
Organization Membership

2670 **Office Term Beginning Date**—The month, day, and year on which an individual's term of office (for a leadership position) in an organization, association or political office began.

Entity Uses: Public Service
Organization Membership

2680 **Office Term Ending Date**— The month, day, and year on which an individual's term of office (for a leadership position) in an organization, association or political office ended.

Entity Uses: Public Service
Organization Membership

1400 **Honor or Award**— A description of educational or professional honors (e.g., Teacher of the Year) or awards (e.g., scholarships) earned by an individual.

Entity Uses: Staff Member

D. CURRENT EMPLOYMENT

Section D, Current Employment, includes information about an individual's current employment in an organization. Information is contained in this section on the staff member's entry, conditions of employment, compensation, benefits, attendance, and formal grievances.

Entity Uses:	Beneficiary
	Employee Benefit
	Employee Benefit Carrier
	Employee Benefit Contributor
	Recruiter
	Staff Member

Entry into Employment—Information about the circumstances, conditions, and agreements pertaining to an individual's entry into employment at an organization.

3010 **Means of Introduction for Employment**—The manner in which an individual was initially introduced to an employer or the way in which the employer became aware of an individual's availability for employment.

01 Advertisement—The individual responded to an employer's advertisement in, for example, a newspaper, radio, web site, or professional journal.

02 Assignment/appointment—The individual was selected or designated by an employer to fill a position (e.g., a political appointment).

03 Employee-initiated effort—The individual, through his or her own efforts, initiated contact with an employer.

04 Employment agency—The individual was introduced to an employer through an intermediate placement agency or union.

05 Peace Corps/Overseas Military—The individual was introduced to an employer through an arrangement by the Peace Corps or Overseas Military.

06 Recruitment effort—The individual was introduced to an employer through a format (e.g., placement office) or informal effort on the part of the organization to recruit individuals through colleges, universities, vocational institutes, or other institutions.

07 Staff recommendation—The individual was introduced to an employer by a current employee.

08 Student teaching or internship—The individual was introduced to an employer during the period of student teaching or internship and was subsequently hired.

09 Educator database service/network—The individual was introduced to an employer by an organization or system that serves as a source of information about individuals in search of teaching positions.

10 Work-related organization recommendation—The individual was introduced to an employer and recommended for employment by a work-related organization (e.g., a member of a religious order assigned to one of the order's schools).

11 Internet—The individual initiated contact with an employer, responded to an employer's posting on the Internet, or used other Internet job search services.

99 Other

Entity Uses: Staff Member

- 0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Recruiter

- 0120 **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Recruiter

- 0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Recruiter

- 0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Recruiter

- 0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number

02 Answering service

03 Beeper number

04 Telephone extension

05 Home facsimile number

06 Home telephone number

07 Night telephone number

08 Other residential facsimile number

09 Other residential telephone number

10 Appointment telephone number

11 Personal cellular number

12 Personal telephone number

13 Telex number

14 Tele-mail

15 Voice mail

16 Work cellular number

17 Work facsimile number

18 Work telephone number

99 Other

Entity Uses: Recruiter

- 0600 **Communication Number**—The telephone number or other communication type including the international code area code, and extension, if applicable.

Entity Uses: Recruiter

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal

02 Work

99 Other

Entity Uses: Recruiter

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Recruiter

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Recruiter

3020 **Application Date**—The month, day, and year on which the individual filed the employment application.

Entity Uses: Staff Member

3030 **Application Status**—An indication of the status of the individual's employment application.

01 Active

02 Inactive

Entity Uses: Staff Member

2110 **Background Check Type**—An indication of the type of employment and/or other records that is investigated to determine whether the individual meets the basic and security requirements for employment or a credential.

01 Criminal records

02 Previous employment records

03 Personal references

04 Credentials

99 Other

Entity Uses: Staff Member

2120 **Background Check Description**—A description of the means used to check an individual's employment and/or other records investigated to determine whether he or she meets the basic and security requirements for employment or a credential.

Entity Uses: Staff Member

2130 **Background Check Completion Date**—The month, day, and year on which the examination of the individual's employment and/or other records was completed. This examination is part of the requirements for this position or a credential.

Entity Uses: Staff Member

3040 **Position Assessment Type**—An indication of the type of an assessment administered to an individual for skills that are required for the position (e.g., keyboarding, spelling, grammar, editing, data entry, and driving).

Entity Uses: Staff Member

3050 **Position Assessment Date**—The month, day, and year on which an assessment was administered for skills that are required for the position.

Entity Uses: Staff Member

3060 **Position Assessment Results**—An indication of the results of the assessment for skills that are required for the position.

Entity Uses: Staff Member

3070 **Software Application Type**—An indication of the type of software application that is required for the position in question (e.g., spreadsheet, word processing, database, Internet use, web development, statistical analysis).

Entity Uses: Staff Member

3080 **Software Application Title**—An indication of the title of a software application required for the position in question.

Entity Uses: Staff Member

3090 **Software Application Experience Level**—An indication of the individual's level of skill or experience using the software application (e.g., expert, intermediate, novice or years of experience).

Entity Uses: Staff Member

3100 **Prior Year Status**—An indication of an individual's professional or personal experience during the year before an application for employment is filed.

01 Teaching in this school

02 Teaching in another elementary or secondary school in this school system

03 Teaching in a public elementary or secondary school in a different school system in this state

04 Teaching in a public elementary or secondary school in another state

05 Teaching in a private elementary or secondary school

06 Student at a college or university

07 Teaching in a preschool

08 Teaching at a college or university

09 Working in a position in the field of education, but not as a teacher

10 Working in an occupation outside the field of education

11 Caring for family members

12 Military service

13 Unemployed and seeking work

14 Retired from another job

99 Other

Entity Uses: Staff Member

Employment Conditions—Information concerning the employment contract between an individual and an organization.

3110 † **Hire Date**—The month, day, and year on which an individual was hired for a position.

Entity Uses: Staff Member

2420 † **Employment Status**— The condition under which an individual has agreed to serve an employer.

01 Probationary—An individual who does not meet all of the prerequisites for status as a permanent employee.

02 Contractual—An individual who has an employment agreement that specifies the length and type of service.

03 Substitute/temporary—An individual who is employed on a per diem basis (e.g., year-to-year, term-to-term, or day-to-day).

04 Tenured or permanent—An individual who is guaranteed employment and is not subject to discontinuance by the governing authority except by due process.

05 Volunteer/no contract—An individual who provides services but does not receive remuneration.

06 Employed or affiliated with outside organization—An individual who is employed by an outside organization that is providing a service under a contract to or in agreement with a school or agency.

07 Contingent upon funding—An individual whose employment is contingent upon continued funding to sustain the position.

08 Exempt—An individual who is employed in such a manner that he or she is not required to be paid overtime, in accordance with applicable wage and hour laws, for work performed beyond forty (40) hours in a workweek. Executives, professional employees, and certain employees in administrative positions are typically exempt.

99 Other employment status

Entity Uses: Staff Member

3120 † **Contractual Term**—The length of the contract under which an individual is employed by an employer.

01 Short-term—A contract covering a period of less than one school or calendar year.

02 Annual—A contract covering a period of one school or calendar year.

03 Continuing—A contract which continues automatically from year to year without action on the part of the governing authority, but which may be terminated through appropriate action by the parties involved.

04 Renewable—A contract which can continue into another contractual period through appropriate action by the parties involved.

05 Multiyear—A contract covering a period of more than one school or calendar year.

99 Other—A contract or agreement other than those described above such as a letter of intent or an unwritten agreement.

Entity Uses: Staff Member

3130 † **Contract Beginning Date**—The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to begin (or the date on which the agreement is made valid).

Entity Uses: Staff Member

3140 † **Contract Ending Date**—The month, day, and year on which a contract between an individual and a governing authority specifies that employment is to end (or the date on which the agreement is no longer valid).

Entity Uses: Staff Member

3150 **Seniority Date**—The month, day, and year on which an individual's seniority in a position was established.

Entity Uses: Staff Member

3160 **Tenure Date**—The month, day, and year on which the individual obtained tenure.

Entity Uses: Staff Member

3170 **Contract Days of Service Per Year**—The number of days per year that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3180 † **Employment Time Annually**—The annual amount/unit of time an individual is employed to perform an assignment for an employer (e.g., 180 days, nine months, ten months, full year).

Entity Uses: Staff Member

3190 † **Full-time Equivalency (FTE)**—The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

Entity Uses: Staff Member

3200 **Full-time Status**—An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

01 Full-time

02 Part-time

Entity Uses: Staff Member

3210 **Hours of Service per Day**—The average number of hours per work day that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3220 **Days of Service per Week**—The average number of days per week that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3230 † **Hours of Service per Week**—The average number of hours per week that an individual is expected to work as outlined specifically in his or her employment agreement.

Entity Uses: Staff Member

3240 **Scheduled Work Time Daily**—The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

Entity Uses: Staff Member

- 3250 **Scheduled Work Days Weekly**—The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

Entity Uses: Staff Member

- 3260 **Scheduled Work Months Annually**—The specific month (s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

Entity Uses: Staff Member

- 3270 † **Position Title**—The descriptive name of an individual's position.

Entity Uses: Staff Member

- 3280 † **Position or Classification Number**—An indication of the level or category of an individual's position as assigned by the employer.

Entity Uses: Staff Member

- 3290 **Unique Position Number**—A unique number that is used for identifying a position within an organization.

Entity Uses: Staff Member

- 3300 **Fair Labor Standards Act Coverage**—Identification of the status of an individual's assignment, as governed by the provisions of the Fair Labor Standards Act, which establishes a federal minimum wage and eligibility for receiving overtime pay. Coverage depends upon the extent of managerial responsibility, use of independent discretion, position qualifications, and pay level of the assignment.

01 Nonexempt—An individual's assignment is covered by the federal minimum wage provisions with eligibility for overtime pay.

02 Exempt—An individual's assignment is not covered by the Fair Labor Standards Act to be eligible for overtime pay.

Entity Uses: Staff Member

- 3310 **Substitute Status**—An indication of an individual's willingness to perform services for an employer on an as-needed basis.

01 Willing—The individual agrees to work on a substitute basis, however, he or she is not currently doing so.

02 Not willing—The individual does not agree to work on a substitute basis.

03 Currently substituting—The individual is currently working on a substitute basis.

Entity Uses: Staff Member

- 3320 **Vehicle Driver's License Type**—An indication of the type of operator license an individual is required to have in order to operate that type of vehicle/machinery.

01 Automobile

02 School bus

03 Heavy equipment

04 Commercial vehicle

05 Motorcycle

99 Other

Entity Uses: Staff Member

3330 **Vehicle Driver's License Expiration Date**—The month, day, and year on which the individual's vehicle driver's license expires.

Entity Uses: Staff Member

3340 **Authorized/Insured to Use Organization Vehicles**—An indication of whether the individual is authorized and/or insured to use the employer's vehicles to conduct official business.

01 Yes

02 No

Entity Uses: Staff Member

3350 **Authorized/Insured to Use Own Vehicles**—An indication of whether the individual is authorized and/or insured to use his or her vehicles to conduct official business.

01 Yes

02 No

Entity Uses: Staff Member

3360 **Union Membership/Name**—The name of the labor organization of which the individual is a member.

Entity Uses: Staff Member

Salary Compensation—Information about the annual agreed-upon salary, wage, or wage rate agreed to be paid to an individual for employment.

3370 **Pay Grade**—Identification of the class of an individual's position grouped by salary range.

Entity Uses: Staff Member

3380 **Pay Step**—An identification of the class of an individual's position within a grade, which is grouped by salary range.

Entity Uses: Staff Member

3390 **Pay Range**—The pay rates assigned to a class or group of positions which define the appropriate compensation options.

Entity Uses: Staff Member

3400 † **Base Salary or Wage**—The salary or wage an individual is paid before deductions (excluding differentials) but including annuities.

Entity Uses: Staff Member

3410 † **Earning Rates of Pay**—The monetary unit of salary compensation an individual is paid for performance of agreed-upon duties.

Entity Uses: Staff Member

3420 **Unit of Basis for Measurement**—The cycle of time elements or other basis based on which an amount is calculated.

01 Hour
02 Day
03 Half-week
04 Week
05 Two weeks
06 Half months
07 Month
08 Two months
09 Quarter
10 Summer term
11 Half-year
12 Year
13 Current pay period
14 Quarter-to-date
15 Year-to-date
16 Inception-to-date
17 Per occasion or job completion
18 Unit
19 Visit
99 Other

Entity Uses: Staff Member

3430 **Other Compensation Type**—An indication of the category of income, wages, or benefits an individual receives as compensation for service in compliance with the employment agreement.

01 Supplemental pay/compensation
02 Fringe Benefit
03 In-kind compensation
99 Other

Entity Uses: Staff Member

3440 † **Supplemental Pay Type**—An indication of the type of additional monetary compensation to an individual for his or her performance, position, additional duties or responsibilities, professional development or qualification, or extended time of work.

01 Bonus for student performance of school
02 Bonus for student performance of class
03 Merit bonus
04 Hazard pay
05 Locality supplement
06 Position bonus
07 Shortage position supplement
08 Saving bonus
09 Voluntary transfer
10 Bilingual work
11 Co-curricular activities
12 Coaching supplement
13 Curriculum work
14 Department chair
15 Extra-curricular activities
16 General additional duties

17 Longevity
18 Mentoring
19 Special education
20 Technology responsibilities
21 Training
22 Tutoring
23 Advance skill supplement
24 Assessment
25 Certification
26 Credit/course completion supplement
27 Degree supplement
28 Education time
29 Professional affiliation supplement
30 Extended salary
31 Overtime
32 Sabbatical
33 Summer salary
99 Other

Entity Uses: Staff Member

3450 **Salary for Overtime**—The amount paid to an individual in either a temporary or permanent position for services rendered that are additional to those performed in the normal work period for which he or she is compensated under regular or temporary salary or wage rate.

Entity Uses: Staff Member

3460 **Overtime Identifier**—The amount of time at which an individual begins to earn overtime pay rather than base pay.

Entity Uses: Staff Member

3470 **Compensation Description**—A description of the compensation (salary, supplemental pay, fringe benefits, in-kind compensation, or other) an individual receives for the position.

Entity Uses: Staff Member

3480 **Compensation Eligibility**—The maximum amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual is eligible to receive for performance of duties within a position.

Entity Uses: Staff Member

3490 † **Compensation Amount**—The amount of income, supplemental pay, fringe benefits, or in-kind compensation an individual receives for performance of duties within a position.

Entity Uses: Staff Member

Benefit Compensation—Information about the annual agree-upon benefits or other non-salary compensation to be received by an individual for employment.

3500 **Fringe Benefit Type**—An indication of the type of compensation or benefit in a form other than direct wages, provided in whole or in part by an employer to the employee.

01 Social Security old age insurance
02 Social Security survivor insurance
03 Social Security disability insurance
04 Medicare for the aged and disabled hospital insurance

- 05 *Medicare for the aged and disabled supplementary medical insurance*
- 06 *Other Social Security benefits*
- 07 *Employee Retirement Income Security Act (ERISA)*
- 08 *Defined benefit plan*
- 09 *Defined contribution plan*
- 10 *Other pension plans*
- 11 *Individual retirement account (IRA)*
- 12 *Health insurance—health maintenance organization (HMO)*
- 13 *Health insurance—preferred provider organization (PPO)*
- 14 *Other health plan*
- 15 *Dental care plan*
- 16 *Prescription drug plan*
- 17 *Vision plan*
- 18 *Mental health and substance abuse benefits*
- 19 *Retiree health insurance*
- 20 *Health promotion program*
- 21 *Consolidated Omnibus Budget Reconciliation Act (COBRA)*
- 22 *Worker's compensation*
- 23 *Non-occupational temporary disability insurance plan*
- 24 *Short-term disability plan-employment based private program—employment-based private Program*
- 25 *Long-term disability plan- employment based private—employment-based private program*
- 26 *Sick leave*
- 27 *Annual leave*
- 28 *Leave sharing/leave bank*
- 29 *Compensatory time*
- 30 *Family and medical leave*
- 31 *Other leave*
- 32 *Uniform and laundry fees*
- 33 *Transportation subsidy*
- 34 *Parking subsidy*
- 35 *Recreation subsidies*
- 36 *Child care*
- 37 *Car*
- 38 *Housing allowances*
- 39 *Tuition for children of staff*
- 40 *Employee assistance program*
- 41 *Long-term care insurance*
- 42 *Group life insurance plan*
- 43 *Survivor benefits*
- 44 *Educational assistance benefits*
- 45 *Legal service plan*
- 46 *Dependent care*
- 47 *Stock ownership plan*
- 48 *Profit sharing plan*
- 49 *Other direct subsidies*
- 99 *Other*

Entity Uses: Staff Member

3510 **Eligibility Status**—An appraisal as to whether an individual is or is not eligible for a given benefit plan.

01 Eligible—An individual meets all criteria necessary to participate in a plan.

02 Eligible, but coverage declined—An individual meets all criteria necessary to participate in a plan, but has refused coverage.

03 Not eligible—An individual does not meet all criteria necessary to participate in a plan.

Entity Uses: Employee Benefit

3520 **Ineligibility Reason**—A description of the reason an individual is not covered by or is not eligible to receive an employee benefit.

Entity Uses: Employee Benefit

3530 **Coverage Description**—A description or title of the actual plan, program, or policy by which an individual is provided coverage.

Entity Uses: Employee Benefit

3540 **Coverage Type**—The specific type of plan (e.g., family coverage, high option, low option, term, whole life) by which an individual is covered.

Entity Uses: Employee Benefit

3550 **Coverage Identifier**—Information necessary to identify an individual's benefit plan (e.g., group reference, policy number, etc.).

Entity Uses: Employee Benefit

3560 **Coverage Amount**—The total amount or degree to which an individual is entitled benefits.

Entity Uses: Employee Benefit

3570 **Special Terms**—A description of any special benefits of an individual's coverage (e.g., double indemnity benefits).

Entity Uses: Employee Benefit

3580 **Coverage Beginning Date**—The month, day, and year on which an individual's benefit plan becomes effective.

Entity Uses: Employee Benefit

3590 **Coverage Ending Date**—The month, day, and year on which an individual's benefit plan ends.

Entity Uses: Employee Benefit

3600 **Vesting Percentage**—The current percentage of a benefit plan to which a plan participant has earned a vested interest.

Entity Uses: Employee Benefit

3610 **Anticipated Use Date**—The earliest possible month, day, and year on which a benefit will be paid off in a lump-sum payment or distributed in installments to an individual.

Entity Uses: Employee Benefit

3620 **Actual Use Date**—The month, day, and year on which a benefit was paid off in a lump-sum payment or distributed in installments to an individual.

Entity Uses: Employee Benefit

0120 **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number (not applicable to this entity)
06 Home telephone number (not applicable to this entity)
07 Night telephone number
08 Other residential facsimile number (not applicable to this entity)
09 Other residential telephone number (not applicable to this entity)
10 Appointment telephone number
11 Personal cellular number
12 Personal telephone number
13 Telex number
14 Tele-mail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

0600 **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Employee Benefit Carrier
Employee Benefit Contributor

Employee Benefit Contributions—Information about individuals and organizations, including but not exclusively the staff member or employer, that contribute to a benefit plan to which a staff member belongs.

3630 **Benefit Contributor Type**—An indication of the category of an individual or institution that donates to an employee's benefit plan.

- 01 Employer*
- 02 State education agency/state government*
- 03 Local education agency*
- 04 Regional education service center*
- 05 Community organization, business, or group*
- 06 Other organization, business, or group*
- 07 Individual employee*
- 08 Individual other than employee*
- 99 Other*

Entity Uses: Employee Benefit Contributor

3640 **Benefit Contribution Type**—An indication of the form of donation an individual or an institution gives to employee's benefit plan.

- 01 Monetary*
- 02 In-kind*
- 99 Other*

Entity Uses: Employee Benefit Contributor

3650 **Benefit Contribution Amount**—The monetary amount or description of the contribution given to employee's benefit plan.

Entity Uses: Employee Benefit Contributor

3660 **Payment Required per Pay Period**—The monetary amount that must be paid each pay period in order for an individual to be covered by or participate in an employee benefit program.

Entity Uses: Employee Benefit Contributor

Beneficiary—Information about the individual(s) and/or institution(s) that the staff member has designated to be the beneficiary of his or her benefit plan.

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Beneficiary

3670 **Relationship to Staff Member**—An indication of an employee's relationship with an individual or organization (e.g., a charity to which benefits are designated).

Entity Uses: Beneficiary

0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Beneficiary

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Beneficiary

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number
06 Home telephone number
07 Night telephone number
08 Other residential facsimile number
09 Other residential telephone number
10 Appointment telephone number
11 Personal cellular number
12 Personal telephone number
13 Telex number
14 Tele-mail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Beneficiary

0600 **Communication Number**—The telephone number or other communication type including the international code area code, and extension, if applicable.

Entity Uses: Beneficiary

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal
02 Work
03 Other

Entity Uses: Beneficiary

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Beneficiary

Payroll Information—Information about the agreed-upon salary, wage, or wage rate to be paid to an individual for employment.

3680 **Gross Income Amount**—The amount of income and supplemental pay earned before deductions for the specific time period.

Entity Uses: Staff Member

3690 **Adjusted Income Amount**—The amount of income and supplemental pay earned after deductions for the specific time period.

Entity Uses: Staff Member

3700 **Advance Pay**—The amount paid to an individual prior to services rendered (e.g., deposit).

Entity Uses: Staff Member

3710 **Payroll Calculation Cycle**—The time element that governs the amount calculated in payroll to an employee.

Entity Uses: Staff Member

3720 **Payroll Deduction Type**—The type of money to be withheld or deducted from the employee's paycheck.

- 01 *Federal income tax*
- 02 *State income tax*
- 03 *Local income tax*
- 04 *Social Security FICA*
- 05 *Medicare*
- 06 *State teacher retirement system*
- 07 *State public employee retirement system*
- 08 *Industrial/professional insurance*
- 09 *Group medical insurance*
- 10 *Group dental insurance*
- 11 *Term life insurance*
- 12 *Permanent life insurance*
- 13 *Profit sharing*
- 14 *Retirement plan—401(k) or 403(b)*
- 15 *Charity*
- 16 *Annuity*
- 17 *Child/dependent care benefits reimbursement*
- 18 *Child support disbursement unit*
- 19 *Alimony payment*
- 20 *Credit union*
- 21 *Recreation fee*
- 22 *Parking fee*
- 23 *Uninsured medical expenses*
- 24 *Section 457*
- 25 *Loan repayment*
- 99 *Other*

Entity Uses: Staff Member

3730 **Payroll Tax Treatment Status**—An indication of whether a payroll deduction is made prior to or after taxes have been withheld, according to rules of the taxing authorities.

- 01 *Pre-tax*
- 02 *After tax*
- 03 *Non-taxed*

Entity Uses: Staff Member

3740 **Deduction Period**—The length of time in which money is withheld or deducted from the employee's paycheck, which begins on the month, day, and year on which the deduction is first made, and ends on the month, day, and year on which the last deduction is made.

Entity Uses: Staff Member

3750 **Deduction Amount**—The amount of money to be withheld or deducted from the employee's paycheck.

Entity Uses: Staff Member

3760 **Annual Maximum Payroll Deduction Allowed**—The maximum allowable amount of money within a year that would be withheld or deducted from the employee's paycheck.

Entity Uses: Staff Member

3770 **Electronic Deposit Bank Routing Number**—An identification number uniquely assigned to a bank for the purpose of conducting electronic transfers of funds.

Entity Uses: Staff Member

3780 **Electronic Deposit Bank Account Number**—An identification number uniquely assigned to an account within a bank for the purpose of conducting electronic transfers of funds.

Entity Uses: Staff Member

3790 **Bank Account Type**—The type of bank account that is under an individual's name.

01 Checking
02 Saving
03 Money Market
99 Other

Entity Uses: Staff Member

3800 **Deposit Amount**—The amount that is deposited into an individual's bank account.

Entity Uses: Staff Member

3810 **Deposit Date**—The month, day, and year on which the deposit was made to an individual's bank account.

Entity Uses: Staff Member

3820 **Earned Income Credit**—The amount of tax credit available to an eligible individual that he or she can use to reduce his or her tax liability.

Entity Uses: Staff Member

Tax Withholding Information—Information about deductions by an employer from employee compensation for the payment of federal and state income tax. It is paid in a prescribed manner to the taxing authority.

3830 **Form Type**—An indication of the type of form that is required to be filled out by an individual for tax records.

01 Federal W-4 form
02 State form
99 Other

Entity Uses: Staff Member

3840 **Form Date**—The month, day, and year on which the required tax form is filled out by the individual.

Entity Uses: Staff Member

0520 **State Code**—The code for the state (within the United States) or extra-state jurisdiction in which an address is located.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)

Entity Uses: Staff Member

3850 **Marital Status**—An indication of the marital condition of an individual for tax purposes.

01 Married

02 Single

03 Married but withholding at single rate

Entity Uses: Staff Member

3860 **Number of Dependents**—The number of persons (minor or adult) for whom an individual provides primary support as defined by the taxing authority.

Entity Uses: Staff Member

3870 **Allowances Number**—The total number of personal allowances an individual is claiming on his or her tax withholding form.

Entity Uses: Staff Member

Attendance Status—Information about any legitimate absence from duty assignments by an individual.

3880 † **Leave Type**—An indication of the class or kind of leave for which an employee is eligible to take with approval.

01 Administrative—Leave granted an individual for special situations necessitating leave not authorized elsewhere.

02 Annual—Leave granted an individual for use at his or her discretion (upon pre-approval in many instances) to be taken during the work year. Some or all accumulated annual leave may be carried forward from one year to the next, depending upon the employer's regulations. Organizational policy designates whether annual leave is considered to be exclusive of sick leave.

03 Bereavement—Leave granted an individual to be taken upon the death of an immediate family member. With approval of an employer, bereavement period can last for an extended period of time.

04 Compensatory time—Leave granted for an individual to take leave time accumulated from overtime or other supplemental work.

05 Family—Leave granted an individual for the following reasons: 1) childbirth and care for the child (maternity); 2) adoption or placement of a foster child; 3) care for a seriously ill child, spouse or parent; and 4) a serious health condition making the employee unable to perform the duties of his or her job.

06 Government-requested—Leave granted an individual for government-requested reasons such as jury duty, court witnessing, and voting.

07 Military—Leave granted an individual because of requirements for service in the armed forces.

08 Personal—Leave granted an individual for personal reasons, including emergency circumstances.

09 Release time—Leave granted an individual for participating in professional development activities.

10 Sabbatical—Leave, sometimes referred to as leave of absence, granted an individual following a designated number of consecutive years of service, to provide members of the instructional staff with an opportunity for self-improvement through activities such as graduate study, occupational experience or training, travel, writing, or recuperation.

11 Sick—Leave granted an individual for treatment and recovery from a health condition.

12 Suspension—Leave mandated to an individual that prohibits him or her from attending work or carrying out assigned duties.

99 Other

Entity Uses: Staff Member

3890 **Leave Substitution Status**—An indication of the type of substitution provided for an individual's job assignment during the period of his/her absence.

01 No substitution

02 Substitution by an individual without proof of required credentials

03 Substitution by an individual with proof of required credentials

Entity Uses: Staff Member

3900 **Leave Payment Status**—An indication as to whether an individual receives compensation from the employer during a period of leave.

01 With pay

02 Without pay

Entity Uses: Staff Member

3910 † **Maximum Leave Allowed**—The maximum number of hours of leave that an individual can accrue during a calendar or fiscal year.

Entity Uses: Staff Member

3920 **Leave Accrued**—The actual number of hours of leave earned but not yet taken by an individual.

Entity Uses: Staff Member

3930 † **Hours of Leave Used**—The number of hours of leave an individual has taken.

Entity Uses: Staff Member

3940 **Leave Beginning Date**—The month, day, and year on which the individual begins his or her leave.

Entity Uses: Staff Member

3950 **Leave Ending Date**—The month, day, and year on which the individual ends his or her leave.

Entity Uses: Staff Member

3960 **Leave Balance**—The current number of hours of leave available for use by an individual.

(Note: Constituent data elements used to compute this aggregate or derived data element can be found in the "Notes" column of the application table in chapter 5.)

Entity Uses: Staff Member

Grievances—Information relating to any official grievances filed by, or on behalf of, the employee regarding his or her employment.

3970 **Grievance Description**—Any statement or official expression submitted by an employee as a grievance about his or her employment.

Entity Uses: Staff Member

3980 **Grievance Date**—The month, day, and year on which a grievance was filed by an employee.

Entity Uses: Staff Member

3990 **Grievance Action**—Any action taken by the employer as a result of a grievance filed by an employee.

Entity Uses: Staff Member

4000 **Grievance Resolution Date**—The month, day, and year on which a resolution of a grievance was announced.

Entity Uses: Staff Member

4010 **Grievance Outcome**—An indication of the action(s) taken or not taken by the employer as a result of a grievance filed by an employee.

Entity Uses: Staff Member

E. ASSIGNMENTS

Section E, Assignments, includes information about an individual's assignment, operational unit, schedule, workload, program area, and function.

Entity Uses: Assignment
 Immediate Supervisor

Assignment Information—Information relating each job classification with other organizational elements including the scope and timing of the assignments as well as its location, schedule, and workload.

5010 † **Job Classification**—A description of the specific group of duties and responsibilities of a position.

(Note: A list of options and their codes can be found in appendix K.)

Entity Uses: Assignment

5020 **Assignment Description**—Further description of a staff assignment that fully defines the activity, as necessary. For example, a "teacher" assignment would be defined in terms of the grade levels taught or the types of duties involved (e.g., lead teacher for a class of third graders).

Entity Uses: Assignment

2480 † **Teaching Assignment**—The teaching field taught by an individual.

01 Early childhood/pre-kindergarten
02 Kindergarten
03 Elementary
04 Accounting
05 Business and management
06 Other business
07 English or language arts
08 Journalism/communications
09 Reading
10 Speech
11 Architecture or environmental design
12 Dance
13 Drama/Theater
14 Music
15 Visual Arts
16 Chinese
17 French
18 German
19 Italian
20 Japanese
21 Latin
22 Russian
23 Spanish
24 Other languages
25 Computer Science
26 Mathematics
27 Biology or life science
28 Chemistry
29 Earth/space science/geology
30 General science
31 Health education

- 32 *Physical science*
- 33 *Physics*
- 34 *Other natural sciences*
- 35 *American Indian/Native American studies*
- 36 *Anthropology*
- 37 *Civics*
- 38 *Economics*
- 39 *Geography*
- 40 *History*
- 41 *Humanities*
- 42 *Law*
- 43 *Philosophy*
- 44 *Political science and government*
- 45 *Psychology*
- 46 *Religion*
- 47 *Social studies*
- 48 *Sociology*
- 49 *Other area or ethnic studies*
- 50 *Other social studies/social sciences*
- 51 *Basic skills or remedial education*
- 52 *Bilingual education*
- 53 *English as a second language*
- 54 *Gifted and talented*
- 55 *Military science*
- 56 *Physical education*
- 57 *Special education, general*
- 58 *Autism*
- 59 *Deaf and hard-of-hearing*
- 60 *Developmentally delayed*
- 61 *Early childhood special education*
- 62 *Emotionally disturbed or behavior disorders*
- 63 *Learning disabilities*
- 64 *Mentally disabled*
- 65 *Mildly/moderately disabled*
- 66 *Orthopedically impaired*
- 67 *Severely/profoundly disabled*
- 68 *Speech/language impaired*
- 69 *Traumatically brain-injured*
- 70 *Visually impaired*
- 71 *Other special education*
- 72 *Agriculture or natural resources*
- 73 *Business/office*
- 74 *Career education*
- 75 *Communications technologies*
- 76 *Cosmetology*
- 77 *Family and consumer science (home economics)*
- 78 *Food services*
- 79 *Health professions and occupations*
- 80 *Trades and industry (e.g., CADD, electronics
repair, mechanics, precision production)*
- 81 *Other vocational/technical education*
- 99 *Other*

Entity Uses: Assignment

2490 † **Instructional Level**—An indication of the general nature and difficulty of instruction provided throughout a course.

01 Remedial—A course offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

02 Special education—A course that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

03 Basic—A course focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

04 General—A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

05 Honors—An advanced level course designed for students who have earned honors status according to educational requirements.

06 Gifted and talented—An advanced level course designed for students who have qualified for and enrolled in a school, institution, or district gifted and talented program.

07 International Baccalaureate—A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

08 Advanced Placement—An advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.

09 College level—A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

10 Untracked—A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

11 Limited English/bilingual—A course designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual's academic success in an English-only environment is below that of a peer with an English language background.

12 Accepted as a high school equivalent—A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

99 Other

Entity Uses: Assignment

5030 **Scope of Activity**—The range or extent of an individual's current assignment.

01 Statewide—An assignment consisting of activities which extend or apply to an entire state.

02 More-than-agency wide—An assignment consisting of activities which extend or apply to more than one school agency (e.g., regional services).

03 Agency wide—An assignment consisting of activities which extend or apply to all of the operational units in a local agency.

04 Multi-operational unit but less-than-agency wide—An assignment consisting of activities which extend or apply to more than a single unit (e.g., a school) but which are not agency wide in their application.

05 Single operational unit—An assignment consisting of activities which extend or apply to only one single unit (e.g., a school).

Entity Uses: Assignment

5040 **Itinerant Teacher**— An indication of whether a teacher provides instruction in more than one instructional site.

01 Yes

02 No

Entity Uses: Assignment

5050 **Essential Personnel Identifier**—An indication as to whether an individual is considered by his or her employer to have job assignments essential during an emergency situation necessitating that his or her attendance at work is required regardless of any liberal leave or emergency administrative leave announcement.

01 Essential

02 Non-essential

Entity Uses: Assignment

5060 **Time Period Classification**—An indication of the manner in which yearly time periods are accounted for.

01 Calendar year—A twelve-month period beginning January 1 and ending December 31.

02 Fiscal year—A twelve-month period, not necessarily corresponding to the calendar year, for which an organization plans its use of funds.

Entity Uses: Assignment

5070 **Time Period**—A specific fiscal or calendar year.

Entity Uses: Assignment

1160 **Session Type**—A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. A session may be interrupted by one or more vacations.

01 Full school year—A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

02 Semester—One of two equal segments into which a school year is divided.

03 Trimester—One of three equal segments into which a school year is divided.

04 Quarter—One of four equal segments into which a school year is divided.

05 Quinmester—One of five equal segments into which a school year is divided.

06 Mini-term—A school term which is shorter than a regular session.

07 Summer term—A school term which takes place in the summer between two regular school terms.

08 Intersession—A short session which occurs between longer sessions.

09 Long session—A session that is longer than a semester but shorter than a full year.

10 Twelve month—An educational program that operates throughout the year.

99 Other

Entity Uses: Assignment

5080 **Activity Beginning Date**—The month, day, and year on which an activity began.

Entity Uses: Assignment

5090 **Activity Ending Date**—The month, day, and year,

Entity Uses: Assignment

5100 **Total Days in Session**—The total number of days in a given session. Also included are days on which the education institution facility is closed and the student body as a whole is engaged in planned activities off-campus under the guidance and direction of staff members.

Entity Uses: Assignment

5110 **Number of Hours in School Day**—The number of hours (and portion of hours) in the day in which the school is normally in session.

Entity Uses: Assignment

Operational Unit to Which Assigned—The specific unit to which an individual is assigned and for which funds are allocated. Examples include a specific school (e.g., Elm Tree High School), general administration (e.g., the central administrative office), transportation (e.g., the main bus garage), or warehousing (e.g., the main warehouse).

0120 † **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Assignment

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Assignment

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable to this entity)

02 Health record number (not applicable this entity)

03 Medicaid number (not applicable to this entity)

04 Professional certificate or license number (not applicable to this entity)

- 05 School-assigned number (not applicable to this entity)*
- 06 District-assigned number (not applicable to this entity)*
- 07 State-assigned number (not applicable to this entity)*
- 08 Selective service number (not applicable to this entity)*
- 09 Migrant number (not generally used for staff) (not applicable to this entity)*
- 10 Social Security Administration number (not applicable to this entity)*
- 11 US government Visa number (not applicable to this entity)*
- 12 Personal identification number (used for access into system) (not applicable to this entity)*
- 13 Family unit number (not generally used for staff) (not applicable to this entity)*
- 14 College Board/ACT code set of PK-grade 12 institutions)*
- 15 LEA number for school*
- 16 SEA number for school*
- 17 SEA number for LEA*
- 18 NCES number for school*
- 19 NCES number for a LEA*
- 20 Other agency (e.g., Roman Catholic diocese or association member)*
- 21 Integrated Postsecondary Education Data System (IPEDS)*
- 22 College Testing (ACT) Program numbers*
- 23 Federal identification*
- 24 Dunn and Bradstreet number*
- 99 Other*

Entity Uses: Assignment

- 0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Assignment
Immediate Supervisor

- 0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Assignment
Immediate Supervisor

- 0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*
- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Tele-mail*
- 15 Voice mail*

16 Work cellular number
17 Work facsimile number
18 Work telephone number
99 Other

Entity Uses: Assignment
 Immediate Supervisor

0600 **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Assignment
 Immediate Supervisor

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal
02 Work
99 Other

Entity Uses: Assignment
 Immediate Supervisor

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Assignment
 Immediate Supervisor

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Assignment

5120 **Location**—The description of the place where an activity takes place.

Entity Uses: Assignment

5130 **Facility Type**—The functional or organizational classification of a location where an activity takes place.

01 Community facility—A building or site belonging to the community and used by an education institution.

02 Home of student—The residence of a student.

03 Hospital—A building or site belonging to or used by a hospital, sanatorium, or convalescent home.

04 Intermediate education unit office—A building or site that houses an administrative unit smaller than the state education agency that exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. This unit may operate schools and contract schools services, but does not exist primarily to render such services.

05 Local administrative unit/local education agency office—A building or site that houses the administrative unit at the local level, which exists primarily to operate schools or to contract for

educational services. These units may or may not be coextensive with county, city, or town boundaries.

06 Religious school office—A building or site that houses an administrative unit at a religious regional or district level (e.g., Roman Catholic Diocesan district), which exists primarily to operate schools and related educational services.

07 Residential facility—A building or site, belonging to or used by an education institution, at which students are boarded and lodged as well as instructed.

08 School building—A building or site that provides preschool, elementary, and/or secondary instruction; has one or more grade groupings or is ungraded; has one or more teachers to give instruction or care; is located in one or more buildings; and has one or more assigned administrators.

09 Shared education facility—A building or site that belongs to either a public or private school or system but which is used by both. This includes private schools that are used for public school classes or programs.

10 State education agency office—A building or site that houses the organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the state.

11 Support facility—A building or site, not otherwise identified, which is not necessarily used for instructional purposes. This includes administrative offices, carpools, garages, or warehouses.

12 Vocational training center—A building or site that is used to provide vocational education and training.

13 Prison—A place for the confinement of persons in lawful detention.

Entity Uses: Assignment

5140 **School Type Code**—An indication of the type of education institution as classified by its focus.

01 Regular—A school providing instruction and educational services that do not focus primarily on special education, vocational/technical education, alternative education, or on any of the particular themes associated with magnet/special program emphasis schools.

02 Alternative—A school that: 1) addresses needs of students which cannot typically be met in a regular school; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

03 Magnet/special program emphasis—A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and/or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

04 Montessori—A school that places primary emphasis on use of the Montessori method of educating young children. This method focuses on training of the senses and guidance rather than rigid control of the child's activity so as to encourage self-education.

05 Special education—A school that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities,

orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, and other health impairments.

06 Vocational/technical—A school that focuses primarily on providing formal preparation for semi-skilled, skilled, technical or professional occupations for high school-aged students who have opted to develop or expand their employment opportunities, often in lieu of preparing for college entry.

07 Charter school—A public school that is exempted from significant state or local rules that normally govern the operation and management of public schools. It is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction. It operates in pursuit of a specific set of education objectives determined by the school's developer and agreed to by the public chartering agency and provides a program of elementary and secondary education, or both. It meets all applicable federal, state, and local health and safety requirements; complies with federal civil rights laws, and operates in accordance with state law.

99 Other

Entity Uses: Assignment

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Immediate Supervisor

Schedule for Current Assignment—Information about the specific time schedule for a current assignment of an individual.

3190 † **Full-time Equivalency (FTE)**—The ratio between the hours of work expected in a position and the hours of work normally expected in a full-time position in the same setting.

Entity Uses: Assignment

3200 **Full-Time Status**— An indication of whether an individual is employed for a standard number of hours (as determined by civil or organizational policies) in a week, month, or other period of time.

01 Full-time

02 Part-time

Entity Uses: Assignment

3240 **Scheduled Work Time Daily**— The specific hours during a day that an individual is scheduled to work for an employer, including a starting and ending work time (e.g., 9:00 A.M. to 6:00 P.M., 1:00 P.M. to 5:00 P.M.).

Entity Uses: Assignment

3250 **Scheduled Work Days Weekly**— The specific day(s) of a week that an individual is scheduled to perform for an employer (e.g., Monday, Wednesday, and Friday; Monday to Friday).

Entity Uses: Assignment

3260 **Scheduled Work Months Annually**— The specific month (s) of a year that an individual is scheduled to perform for an employer (e.g., September to May; June, and August to December).

Entity Uses: Assignment

Staff Assignment Workload—Information about factors used to measure an individual's efforts in fulfilling an assignment, including the type of activity, the unit of work, and time involved in the task.

5150 † **Elementary Subject/Course**—A classification of related subjects/courses or units of subjects/courses provided for students of elementary school levels.

01 Computer science programming
02 Computer skills/literacy
03 Elective activities
04 English as a Second Language
05 Fine Arts—Art
06 Fine Arts—Dance
07 Fine Arts—Drama/Theater
08 Fine Arts—Music
09 Family and consumer sciences
10 Foreign language and literature
11 Geography
12 Handwriting/penmanship
13 Health
14 History
15 Industrial arts
16 Keyboarding/typing
17 Language arts
18 Library skills
19 Mathematics/arithmetic
20 Military science
21 Multi/interdisciplinary studies
22 Physical education
23 Reading
24 Religious education and theology
25 Science
26 Social studies
27 Spelling
28 Study skills
29 Test preparation
99 Other

Entity Uses: Assignment

1210 † **Course Code System**—A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

01 NCES Pilot Standard National Course Classification System Codes
02 NCES Classification of Secondary School Courses
03 State course code
04 LEA course code
05 School course code
06 University course code
07 Intermediate agency course code
99 Other

Entity Uses: Assignment

1220 † **Course Code**—The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

Entity Uses: Assignment

- 1190 † **Course Title**—The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

Entity Uses: Assignment

- 5160 **Unique Course Code**—A unique number that identifies the classroom, the subjects taught, and the instructors that are assigned.

Entity Uses: Assignment

- 5170 **State University Course Requirement**—Code indicating that the course meets the state university admission requirements for a particular area.

01 Yes

02 No

97 Unknown

Entity Uses: Assignment

- 1230 **Principal Medium of Instruction**—The principal medium by which the student receives instructional communication from his or her teacher(s).

01 Computer-based course—Instruction facilitated by a computer using self-contained educational software with which learners interact.

02 Correspondence course—Instruction which provides for the systematic exchange of materials between teacher and student by mail.

03 Direct student-teacher interaction—Instruction by one or more teachers physically present, i.e., by a single teacher or by a team of two or more teachers.

04 Directed self study—Self study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

05 Distance learning—Instruction, not necessarily interactive, transmitted from one location to another using a communications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

06 Interactive telecommunications—Two way voice or data exchange between an instructor and student via phone, data lines, or video.

07 Center-based instruction—Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in a specified location usually inside the classroom.

08 Independent study—Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

09 Internship—Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

99 Other

Entity Uses: Assignment

5180 **Language of Instruction**—The language that is used for presenting the instructional materials.

Entity Uses: Assignment

5190 **Number of Students in Class**—The number of students for the classroom for which the individual is responsible for providing learning experiences and care during a particular time period or in a given discipline.

Entity Uses: Assignment

Program Information—Information about the nature of the program to which an individual is assigned.

5200 † **School Grade Level Classification**—An indication of the grade levels served by the school.

01 Early childhood/pre-kindergarten—A schooling level that provides care and education for children from birth, but not including, to kindergarten (usually age 5) which is intended to foster social, emotional, and intellectual growth and prepare them for further formal learning.

02 Kindergarten—A schooling level that provides educational experiences for children in the year immediately preceding the first grade. A kindergarten class may be organized as a grade of an elementary school or as part of a separate kindergarten school.

03 Elementary school—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level from after kindergarten to the eighth grade, as defined by applicable state laws and regulations.

04 Middle/intermediate/junior high school—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level between the elementary and senior high school, as defined by applicable state laws and regulations.

05 High school—A schooling level that provides learning experiences that focus primarily on knowledge and skills for the appropriate age or grade level between the middle/intermediate/junior high school and grade 12, as defined by applicable state laws and regulations.

06 Community/junior college—A schooling level that is separately organized to provide up to two years of postsecondary instruction for academically qualified high school students and/or graduates.

07 Adult school—A schooling level that is separately organized to provide instruction for adults and youths beyond the age of compulsory school attendance.

08 System wide/agency wide school—A school that is not organized according to typical schooling levels but is organized according to an individual system/agency (e.g., K-12 school, district level school).

09 Ungraded—A school with mixed age classrooms where students are grouped by their skills or abilities.

10 All grades—A schooling level that is organized to provide instruction for all students in early childhood, kindergarten, elementary grades, intermediate grades, and high school grades.

Entity Uses: Assignment

5210 † **Program Type**—The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

(Note: A list of options and their codes can be found in appendix L.)

Entity Uses: Assignment

1080 **Program Support/Funding Source**—Ultimate and intermediate providers of funds for a particular educational program or activity or for the individual's participation in the education program or activity.

01 Federal government
02 State government
03 Local government
04 Intermediate agency or government
05 Local education agency (LEA)
06 Institution of Higher Education (IHE)
07 Joint IHE/LEA
08 School
09 Business
10 Community
11 Self (tuition/fees)
12 Parent/teacher organization
13 Individuals (endowments)
14 Foundations and other charitable organization
15 Religious organization
16 Union
17 Fraternal organization
18 Insurance
19 Military
99 Other

Entity Uses: Assignment

5220 † **Function Type**—The purpose of the program activities to which an individual was assigned as related to students.

(Note: A list of options and their codes can be found in appendix M.)

Entity Uses: Assignment

Activity Sponsorships—Information about an individual's sponsorship of students' cocurricular or extracurricular activities in the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

5230 **Activity Title**—The title that identifies a particular cocurricular or extracurricular activity.

Entity Uses: Assignment

5240 **Activity Code**—The code used to identify the cocurricular or extracurricular activity in which the individual was involved.

01 Archery
02 Badminton
03 Baseball

- 04 Basketball**
- 05 Bowling**
- 06 Boxing**
- 07 Crew**
- 08 Cross country**
- 09 Diving**
- 10 Field hockey**
- 11 Fencing**
- 12 Football**
- 13 Golf**
- 14 Gymnastics**
- 15 Ice hockey**
- 16 Lacrosse**
- 17 Martial arts**
- 18 Polo**
- 19 Racquetball**
- 20 Rugby**
- 21 Sailing**
- 22 Skiing**
- 23 Soccer**
- 24 Softball**
- 25 Squash**
- 26 Swimming**
- 27 Synchronized swimming**
- 28 Team handball**
- 29 Tennis**
- 30 Track and field**
- 31 Volleyball**
- 32 Water polo**
- 33 Wrestling**
- 34 Rodeo**
- 35 Scuba diving**
- 36 Team manager**
- 37 Cheerleading**
- 38 Other sport**
- 39 Student body president**
- 40 Student body officer**
- 41 Class president**
- 42 Class officer**
- 43 Other student leadership and government**
- 44 Music—Vocal**
- 45 Music—Instrumental**
- 46 Music—Theory and Composition**
- 47 Band**
- 48 Orchestra**
- 49 Jazz ensemble**
- 50 Chorus**
- 51 Other music**
- 52 Theater/Drama**
- 53 Art and graphic design**
- 54 Dance**
- 55 Dance team**
- 56 Drill team**
- 57 Other performing arts**
- 58 Journalism**
- 59 Broadcasting**
- 60 Year book**

- 61 *Literary magazine*
- 62 *Other*
- 63 *Speech/Debate*
- 64 *Drama club*
- 65 *Language club*
- 66 *Science club*
- 67 *Art club*
- 68 *Computer club*
- 69 *Future Business Leaders of America - Phi Beta Lambda (FBLA - PBL)*
- 70 *Future Teachers of America*
- 71 *National Future Farmers of America (FFA)*
- 72 *Family, Career and Community Leaders of America*
- 73 *Health Occupations Students of America*
- 74 *Distributive Education Clubs of America (DECA)*
- 75 *Technology Student Association (TSA)*
- 76 *Vocational Industrial Clubs of America*
- 77 *Business Professionals of America*
- 78 *Peer counseling*
- 79 *Tutoring*
- 80 *Students Against Drunk Driving (SADD)*
- 81 *Key Club*
- 82 *Boy Scouts*
- 83 *Girl Scouts*
- 84 *4H*
- 85 *Chess club*
- 86 *Sorority*
- 87 *Fraternity*
- 88 *Other club or organization*
- 89 *National Forensics League*
- 90 *National Honor Society*
- 91 *State Honor Society*
- 92 *Academic Team/Knowledge Bowl*
- 93 *National Beta Club*
- 94 *Mu Alpha Theta*
- 95 *Psi Eta (Science Honorary)*
- 96 *Thespian Society*
- 97 *Other honor society*
- 99 *Other*

Entity Uses: Assignment

5250 **Activity Description**—The description of a particular cocurricular or extracurricular activity in which the individual was involved.

Entity Uses: Assignment

5260 **Activity Involvement Beginning Date**—The month, day, and year on which the individual began to participate in the activity.

Entity Uses: Assignment

5270 **Activity Involvement Ending Date**—The month, day, and year on which the individual ceased to participate in the activity.

Entity Uses: Assignment

5280 **Amount of Activity Involvement**—An indication of the degree to which the individual was involved in the activity (e.g., number of hours per week).

Entity Uses: Assignment

Other Assignment Information—Other information relating each job classification with other organizational elements including the scope and timing of the assignment as well as its location, schedule, and workload.

5290 **Unit of Work**—The number of objects serviced or recipients served by an individual's efforts. Examples of units of work, which form the basis for establishing the measure of an individual's efforts, include students, groups of students, square feet (for cleaners or painters), drops or outlets (for electricians).

Entity Uses: Assignment

5300 **Time Expended**—The amount of time relevant to measuring the unit of work in which the individual is engaged. Units of work may be measured in hours, days, weeks, months, or sessions. A painter employed by the hour might be measured by the number of squares (e.g., 10 feet by 10 feet) painted per hour, while a psychometrist's efforts would be measured by the number of students assessed per week or per session.

Entity Uses: Assignment

5310 † **Percent of Total Time**—A derived number expressing the time spent fulfilling an assignment as a percentage of the total work time possible for an individual.

Entity Uses: Assignment

5320 **Number of Days in Attendance**—The number of days an individual is present when school was in session during a given reporting period.

Entity Uses: Assignment

5330 **Number of Days Absent**—The number of days an individual is absent when school was in session during a given reporting period.

Entity Uses: Assignment

5340 **Number of Days Tardy**—The number of days an individual was late when school is in session during a given reporting period.

Entity Uses: Assignment

F. EVALUATION AND CAREER DEVELOPMENT

Section F, Evaluation and Career Development, includes information that relates to an individual's performance and growth in his or her current employment. In addition to providing information about quality of job performance, this section describes factors that may bear upon an individual's future career alternatives such as the need for additional training or experience.

Entity Uses:	Evaluation
	Evaluator
	Staff Member

Quality of Performance—Information pertaining to the degree of effectiveness in which an individual functions relative to goals and objectives that have been mutually determined, and as evaluated by an evaluator. The choice of which criteria and method to use in evaluating various levels is usually at the discretion of the administrator, in accordance with an organization's board policy or state regulations.

6010 **Evaluation Purpose**—The reason that an appraisal of an individual's performance is conducted.

01 End of probationary period—An appraisal of an individual's performance marking the end of a trial period of employment.

02 Evaluation for advancement—An appraisal of an individual's performance in order to determine whether it is appropriate to advance the worker in rank, compensation, grade, or position.

03 Evaluation for licensure—An appraisal of an individual's performance in order to determine whether the worker is qualified to receive a license.

04 Periodic evaluation—An appraisal of an individual's performance in accordance with rules or policies.

05 Problem resolution—An appraisal of an individual's performance conducted to solve difficult work-related situations.

99 Other

Entity Uses:	Evaluation
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6020 **Evaluation Periodicity**—The interval at which an individual's appraisal occurs.

01 Monthly—An appraisal of an individual's performance conducted once a month.

02 Quarterly—An appraisal of an individual's performance conducted at regular intervals four times a year.

03 Semi-annually—An appraisal of an individual's performance conducted twice a year.

04 Annually—An appraisal of an individual's performance conducted once each year.

05 Post-probationary—An appraisal of an individual's performance conducted after a trial period of employment.

06 As needed—An appraisal of an individual's performance conducted when necessary.

99 Other

Entity Uses:	Evaluation
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6030 † **Evaluation Date**—The month, day, and year on which an individual was evaluated.

Entity Uses:

Evaluation

6040 **Evaluation Recommendations**—The recommendations by the employer or the supervisor of the individual after an assessment of his or her performance.

01 Eligible for promotion—An individual has performed in a manner that warrants advancement to a higher position.

02 Merit pay—An individual has performed in a manner that merits receiving a salary increment or bonus provided for in a compensation plan.

03 Regular salary/step increase—An individual has performed in a manner that warrants an automatic salary increase provided for in a compensation plan.

04 Granted tenure—An individual has fulfilled specified requirements in a manner that warrants a guarantee of the position on a permanent basis.

05 Granted license—An individual has met the predetermined, jurisdiction-imposed qualifications necessary for being awarded a license to practice an occupation.

06 Retained in position—An individual has met the requirements of his or her job in an adequate manner.

07 Removed from probationary status—An individual has performed in a manner that warrants the elimination of a trial period of employment and permanent placement in the position.

08 Placed on probation—An individual has performed in a manner that warrants the initiation of a trial period of employment that may result in possible removal from employment.

09 Reassigned for career development needs—An individual has performed in a manner that warrants placement in a job environment that is in some way different from his or her current situation so as to allow for the development of new skills or experiences.

10 Lateral reassignment—An individual has performed in a manner that warrants reassignment of a lateral nature.

11 Demotion—An individual has performed in a manner that warrants placement in a lower position.

12 Dismissal—An individual has performed in a manner that warrants removal from employment.

13 Extended probation—An individual has performed in a manner that warrants the extension of an original trial period of employment and placement in the position.

14 Recommended for additional training—An individual has performed in a manner that indicates additional training is needed to meet or fulfill his or her job requirements.

15 Put on administrative leave—An individual has performed in a manner that warrants grant of administrative leave, usually pending an inquiry.

16 Lost credential—An individual has performed in a manner that warrants the removal of his or her credential.

99 Other

Entity Uses: Evaluation

6050 † **Evaluation System**—The instrument and/or set of procedures with which an individual's performance is assessed.

Entity Uses: Evaluation

6060 † **Evaluation Score/Rating**—The actual quantitative or qualitative assessment of an individual's performance.

Entity Uses: Evaluation

6070 † **Evaluation Scale**—The quantitative or qualitative range of possible scores/rating for an individual's performance (e.g., 0 - 10; Poor, Fair, Average, Good, Excellent).

Entity Uses: Evaluation

6080 † **Evaluation Outcome**—The result of an assessment of an individual's performance.

Entity Uses: Evaluation

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator

3270 **Position Title**— The descriptive name of an individual's position.

Entity Uses: Evaluator

0120 **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Evaluator

0140 **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Evaluator

0150 **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable for this entity)

02 Health record number (not applicable for this entity)

03 Medicaid number (not applicable for this entity)

04 Professional certificate or license number

05 School-assigned number

06 District-assigned number

07 State-assigned number

08 Selective service number (not applicable for this entity)

09 Migrant number (not applicable for this entity)

10 Social Security Administration number (not applicable for this entity)

11 US government Visa number (not applicable for this entity)

12 Personal identification number (used for access into system) (not applicable for this entity)

13 Family unit number (not applicable for this entity)

- 14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*
- 15 LEA number for school (not applicable for this entity)*
- 16 SEA number for school (not applicable for this entity)*
- 17 SEA number for LEA (not applicable for this entity)*
- 18 NCES number for school (not applicable for this entity)*
- 19 NCES number for a LEA (not applicable for this entity)*
- 20 Other agency (e.g., Roman Catholic diocese or association member) (not applicable for this entity)*
- 21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*
- 22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*
- 23 American College Testing (ACT) Program number (not applicable for this entity)*
- 24 Federal identification (not applicable for this entity)*
- 25 Dunn and Bradstreet number (not applicable for this entity)*
- 99 Other*

Entity Uses: Evaluator

- 0570 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator

- 0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Evaluator

- 0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*
- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Tele-mail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*
- 99 Other*

Entity Uses: Evaluator

- 0600 **Communication Number**—The telephone number or other communication type including the international code area code, and extension, if applicable.

Entity Uses: Evaluator

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

01 Home/personal

02 Work

99 Other

Entity Uses: Evaluator

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which he or she belongs.

Entity Uses: Evaluator

Career Development Alternatives—An appraisal of possible future career options and developmental needs of an individual, as they relate to his or her vocational interests, aspirations, and aptitudes.

5010 **Job Classification**— A description of the specific group of duties and responsibilities of a position.

(Note: A list of options and their codes can be found in appendix K.)

Entity Uses: Evaluation

5210 **Program Type**— The system outlining instructional or non-instructional activities and procedures designed to accomplish a predetermined educational objective or set of objectives or to provide support services to individuals and/or the community.

(Note: A list of options and their codes can be found in appendix L.)

Entity Uses: Evaluation

5220 **Function Type**—The purpose of the program activities to which an individual is assigned as related to students.

(Note: A list of options and their codes can be found in appendix M.)

Entity Uses: Evaluation

6090 **Readiness for Assignment of Greater Responsibility**—The degree to which an individual's capabilities would permit successful performance in an assignment of greater responsibility if and when such a position becomes available.

01 Immediately eligible—Ready for greater responsibility or assignment of broader scope at the present time.

02 In the future—Ready for greater responsibility or assignment of broader scope in the future with more training or experience.

03 Not ready—Not ready for greater responsibility or assignment of broader scope.

Entity Uses: Evaluation

6100 **Career Development Needs**—A description of the exposure and preparation needed by an individual to be ready for a specified future assignment or position.

01 No preparation or additional experience required—No need of further preparation prior to an individual assuming a specified future assignment.

02 Job specialization required—Exposure to a job of a specialized nature would provide experience valuable to an individual's career development.

03 Task assignment required—Exposure to a temporary task would provide experience valuable to an individual's career development.

04 Job rotation required—Assuming different positions and job responsibilities would provide overall experience valuable to an individual's career development.

05 Formal preparation/credentials required—Required formalized training or coursework would provide background or exposure valuable to an individual's career development.

99 Other

Entity Uses: Evaluation

6110 **Preparation Type**—A description of the kind of formal training or coursework (e.g., courses, seminars, institutes) recommended for an individual's development.

Entity Uses: Evaluation

6120 **Preparation Location**—The location where the recommended training takes place (e.g., within an organization, at an outside firm, or at an education institution).

Entity Uses: Evaluation

6130 **Preparation Duration**—The approximate length of time in days, weeks, months, or years that the recommended training requires.

Entity Uses: Evaluation

6140 **Preparation Funding**—The source of funds used to pay for recommended training (e.g., an individual, an employer, or some other organization).

Entity Uses: Evaluation

Complaint—Information relating to any complaints filed by another individual(s) against the employee regarding the latter's employment.

6150 **Source of Complaint**—The origin of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6160 **Date of Complaint**—The month, day, and year on which a statement or official expression is submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6170 **Nature of Complaint**—The nature of any statement or official expression submitted by another individual against the employee about his or her employment.

Entity Uses: Evaluation

6180 **Resolution of Complaint**—Any action taken by the employer to resolve the complaint filed by another individual against the employee about his or her employment.

Entity Uses:

Evaluation

G. SEPARATION FROM EMPLOYMENT

Section G, Separation from Employment, includes information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

Entity Uses: Staff Member

2440 † **Employment Separation Date**—The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

Entity Uses: Staff Member

7010 † **Employment Separation Type**—A designation of the type of separation occurring between an individual and the organization.

01 Voluntary—Separation resulting from a decision made solely by the involved employee (e.g., a resignation)

02 Involuntary—Separation resulting from a decision made solely by the employer (e.g., a layoff or discharge).

03 Mutual agreement—Separation resulting from a decision arrived at jointly by both the employee and the employer.

99 Other

Entity Uses: Staff Member

2460 † **Employment Separation Reason**—The primary reason for the termination of the employment relationship.

01 Other employment in education—Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

02 Other employment outside of education—Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

03 Retirement—Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

04 Family/personal relocation—Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

05 Change of assignment—Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

06 Formal study or research—Separation resulting from an individual leaving an employer to study or undertake research activities.

07 Illness/disability—Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

08 Homemaking/caring for a family member—Separation resulting from an individual's decision to become a homemaker, or deciding to spend time rearing his or her children, or to care for his or her parent/guardian.

09 Layoff due to budgetary reduction—Separation resulting from a decrease in the monies available to an organization for staffing.

10 Layoff due to organizational restructuring—Separation resulting from changes in the administrative, personnel or executive structure of an organization.

11 Layoff due to decreased workload—Separation resulting from a reduction in the amount of work to be done.

12 Discharge due to unsuitability—Separation resulting from the incompatibility of an individual's work style or skills with the requirements of his or her position.

13 Discharge due to misconduct—Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

14 Discharge due to continued absence or tardiness—Separation resulting from not being present or late for work on a frequent basis.

15 Discharge due to a falsified application form—Separation resulting from untrue or misleading information provided on the employment application.

16 Discharge due to credential revoked or suspended—Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

17 Discharge due to unsatisfactory work performance—Separation resulting from job activities carried out below a standard of quality.

18 Death—Separation resulting from the death of an individual.

19 Personal reason—Separation resulting from an individual leaving an agency or system for unspecified personal reasons.

20 Lay off due to lack of funding—Separation resulting from the position being eliminated due to lack of funds.

21 Lost credential—Separation resulting from the individual losing the credential required for the position.

97 Reason unknown—Separation resulting from an individual leaving an agency or system for an unknown reason.

99 Other

Entity Uses: Staff Member

7020 **Severance Pay**—The amount of money, based on last salary, length of service and age, which an employee may be paid when separated involuntarily from an agency, such as during a reduction-in-force. In most cases, an employee is ineligible for severance pay if the separation results from misconduct or if he or she is eligible to retire on an immediate annuity.

Entity Uses: Staff Member

7030 **Reemployment Eligibility**—The degree of satisfaction with an individual's past performance as it relates to future consideration of his or her possible rehiring in the organization.

01 Eligible for reemployment—The organization should have no reservations about reemploying the individual in a position for which he or she is qualified.

02 Not eligible for reemployment—The organization should not rehire the individual.

03 Eligible on a conditional basis—The organization should rehire the individual provided specified conditions are met.

Entity Uses: Staff Member

7040 **Reason Not Eligible for Reemployment**—A description of the rationale for determining that an individual is not eligible for reemployment by the organization.

Entity Uses: Staff Member